Part time admissions clerk

We are looking for an energetic, self motivated person to join our business office team. Tasks include registering patients, answering telephones, inputting data into the computer as well as many other clerical tasks. Benefits include on site daycare, PTO and retirement. Hours are alternating 7 a.m. -3 p.m. or 3-11 p.m. three days per week including every other weekend. Contact Sandy T. or Karen K at 324-4651 or applications are available at www.staloisius.com.