

## OPERATOR

- HIGH SCHOOL DIPLOMA OR GED
- TWO YEARS EXPERIENCE WITH A MULTI-LINE PBX/PHONE SYSTEM
- WILL HANDLE THE CLINIC'S TELEPHONE SYSTEM. THE JOB ENTAILS PROVIDING CUSTOMER SERVICE. THE OPERATOR MUST HANDLE AND DIRECT INCOMING CALLS, ROUTE THESE CALLS TO THE CORRECT INDIVIDUAL OR DEPART WITHIN THE CLINIC/S
- BILINGUAL – FLUENT ENGLISH/SPANISH