



Clinic Secretary

Westchester Jewish Community Services (WJCS) is a large, not for profit, organization with headquarters in White Plains, NY. We are currently searching for a part-time, 16 hours per week, Clinic Secretary for our Peekskill Clinic. An applicant who is bilingual/Spanish would be a plus to the clinic. Under the general supervision of the Office Manager, the Clinic Secretary provides secretarial services for a program, department or office. Other responsibilities include checking in clients; arrange appointments and meetings and prepare materials for the meetings; and prepare, organize and file patient charts including the processing of intake paperwork for new clients. This position requires evening coverage.

The ideal candidate must possess a high school or general equivalency diploma and four years of relevant experience or graduation from an approved secretarial or business school and two years' experience. Must have exceptional internal/external customer service skills. Must have good working knowledge of the responsibilities of a secretary.

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it every day in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the Clinic Secretary position, please e-mail your resume with cover letter to Mrivera@wjcs.com.

Our address is 845 N. Broadway, White Plains, NY 10603.

Visit our home on the web at www.wjcs.com. WJCS is an equal opportunity employer.