



Administrative Assistant

Northland Chiropractic & Kinesiology, LLC
Hermantown, MN (Currently)
Cloquet, MN (Fall of 2024)
Part time

Northland Chiropractic & Kinesiology, LLC is a healthcare facility currently in Hermantown, MN, moving to Cloquet, MN in the fall of 2024. We provide individualized quality professional healthcare with up-to-date therapies, ample time for visits, and unique approaches to healing for Northern Minnesota.

We are searching for a reliable and detail oriented Administrative Assistant to support our healthcare team through administrative and clerical tasks. This involves managing daily office needs and resources, overseeing general administrative activities including scheduling appointments and events, utilizing computer programs and electronic systems, and keeping up to date with all compliance requirements.

Core Values:

Honesty, Empathy, Acceptance, Respect

Responsibilities:

- Answer phone calls and respond accordingly
- Record messages and voicemails for healthcare providers
- Update voice mail to reflect office availability
- Maintain calendar and appointments for healthcare providers
- Monitor email address for the Northland Chiropractic & Kinesiology, LLC, including responding to, forwarding, and filing emails
- Prepare and distribute emails, faxes, letters, and forms
- Enter and track data in appropriate programs
- Maintain office filing system
- Update office policies and procedures
- Order office supplies
- Manage contact lists
- Serve as the point of contact for patients
- Maintain and organize inventory

Requirements:

- Experience in a front office setting
- Proficiency in using office equipment such as phones, printers, and fax machines
- Proficiency in computer and electronic systems: email, Constant Contact, Quickbooks
- Ability to prioritize tasks and manage time
- Detailed oriented and able to critically evaluate and solve problems
- Excellent verbal and written communication skills



**NORTHLAND
CHIROPRACTIC &
KINESIOLOGY, LLC**

Northland Chiropractic & Kinesiology, LLC

Dr. Jonathan Herbert
4897 Miller Trunk HWY, Suite 228
Hermantown, MN 55811
(218) 727-3343

Location:

Hermantown, MN currently
Cloquet, MN in the fall of 2024

Job Type;

Up to 30 hours per week

Compensation and Benefits:

Based on experience
Matching 401k
PTO

Reports to:

Jonathan Herbert, D.C.

Schedule:

Monday, Tuesday, Thursday, Friday (may change as needed)

This job is ideal for someone who is

Dependable, people oriented, detail oriented, and independent

Company website:

northlandkinesiology.com

If interested, please submit your resume to:

frontdesk@northlandkinesiology.com