

Welcome Center Customer Service Representative
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=150293>

Downloaded On: Mar. 6, 2021 7:09pm

Posted Nov. 25, 2020, set to expire Mar. 27, 2021

Job Title	Welcome Center Customer Service Representative
Department	SDM Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 25, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	http://www.ubjobs.buffalo.edu/postings/27028

Apply By Email

Job Description

Seeking an enthusiastic, caring team player with excellent phone and communication skills to serve as a Customer Service Representative in the School of Dental Medicine's Welcome Center.

Duties include:

- * Scheduling patients for dental students.
- * Patient check-in and check-out.
- * Payment transactions.
- * Use of electronic health record system.
- * Return phone messages.
- * Coordinate schedule changes with student, faculty and clinic coverage in mind.



Welcome Center Customer Service Representative
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=150293>

Downloaded On: Mar. 6, 2021 7:09pm

Posted Nov. 25, 2020, set to expire Mar. 27, 2021

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,