

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

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Posted Sep. 19, 2024, set to expire Aug. 4, 2025

Job Title	Welcome Center Representative, Clinics
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52910

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Job Description

The UB School of Dental Medicine seeks to hire a full-time Welcome Center Representative to perform the following duties:

- Scheduling
- Patient check-in and check-out
- Payment transactions
- Use electronic health record system per assigned Welcome Center protocols

The candidate must be an enthusiastic team player with excellent phone and interpersonal communication skills. Candidate must be detail oriented, effective with multi-tasking and time management, and willing to learn new skills.

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Outstanding Benefits Package

Working at UBF comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our UBF benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

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

Contact