

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

Direct Link: <https://www.AcademicKeys.com/r?job=245413>

Downloaded On: Sep. 26, 2024 11:42pm

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

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

**Apply By Email**

**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**