

NYU Child Study Center
Child and Adolescent Psychiatry

LEAD RECEPTIONIST

Shift: Full-Time, 8am to 4pm
Monday –Friday

Qualifications

Bachelor's degree preferred (psychology major a plus); 1-2 years office experience required.

Responsibilities

Candidate will be responsible for greeting visitors, answering phones, scheduling and confirming appointments, collecting payments, providing support to morning and evening receptionists, training new receptionists, working collaboratively with Management to assist new employees with space and supplies, ordering new nameplates for offices, ensuring patient waiting area is presentable at all times, sorting and stamping mail, assisting with organization projects as needed, plus all duties as assigned.

Other Information

Excellent communication skills essential; Excellent working knowledge of Microsoft Office (Word and Excel).

Equal Employment Opportunity

NYU Langone Medical Center is an equal employment/affirmative action employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital/or parental status, age, national origin, citizenship, disability, veterans status, or any other classification protected by applicable Federal, State, or Municipal Law.

Please forward your resume to Beth Loftus at Elizabeth.Loftus@nyumc.org .