



## RECEPTIONIST/ADMINISTRATION ASSISTANT

### POSITION TITLE

Receptionist/ Administrative Assistant

### ABOUT THE ORGANIZATION

HERS Breast Cancer Foundation is a 501(c)3 nonprofit organization with the mission of supporting all individuals healing from breast cancer by providing post-surgical products and services regardless of financial status. With over 21 years of experience providing professional, compassionate support to San Francisco Bay Area breast cancer patients, we take pride in restoring HERS – Hope, Empowerment, Renewal, and Support in our patients. HERS is truly *“a soft place to fall”* during one of the most difficult times in a survivor’s life.

HERS operates locations Fremont, Pleasanton, and San Leandro and we’re currently seeking a front desk Receptionist/Administrative Assistant professional for our Fremont Program Store. This is a nonexempt part-time position.

### POSITION SUMMARY

The Receptionist/Administrative Assistant is responsible for receiving and directing patients and other visitors to appropriate locations and parties. Notifies personnel of visitor arrival. May operate a single or multiple position telephone switchboard. Additional responsibilities include scheduling appointments, ordering office supplies, assisting staff with light correspondence, checking general voice- and email messages and relaying messages to appropriate staff members, and interacting with medical offices to request/confirm patient information.

### MINIMUM REQUIREMENTS

- Minimum High School Diploma or GED required.
- Excellent verbal and phone communication skills.
- Prior administrative office management experience.
- Bilingual or multilingual preferred.
- Experience working with patients is a plus; the ability to approach each patient as an individual, with compassion and patience, is a must.
- Strong written/oral communication skills plus organization and time management skills are required.
- Ability to read, write, and comprehend basic medical terminology.
- Proficient in Microsoft Office Suite, QuickBooks, POS, and Salesforce.



- Meticulous HIPAA compliance with regard to communications, patient records, and information.
- Proven ability to work effectively as an individual and part of a team.
- Willingness to submit to Livescan fingerprinting process and pass background clearances.
- Valid CA Driver's License, auto insurance, clean driving record, and reliable transportation required.

#### **BENEFITS & WAGES**

- \$16-\$18 per hour, depending on experience.
- HERS does not offer benefits at this time other than PTO (paid time off)

#### **FLSA & EMPLOYMENT STATUS**

- Non-exempt
- Part-time

#### **HOW TO APPLY**

To apply for this position, please submit your resume and cover letter to [info@hersbreastcancerfoundation.org](mailto:info@hersbreastcancerfoundation.org).

The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. HERS Breast Cancer Foundation reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.*