



The *Benefits*

of a Career at
Gila River Health Care

OFFICE COORDINATOR - TRANSPORTATION

GRHC.ORG/CAREERS

JOB SUMMARY

Coordinates administrative and operational activities of the clinic through coordination of the functions, activities, and information necessary to ensure optimal operational efficiency and effectiveness of the area and compliance with established quality, licensing, and regulatory standards

MINIMUM QUALIFICATIONS:

1. Associate's degree in Business Administration or closely related field; equivalent combination of experience and education may substitute
2. At least 3 years previous medical office management experience

Contact: Jerusha Kelson, Senior Recruiter/Human Resources Department

Direct: (520) 562-3321 Ext. 1703

Email: hireme@grhc.org



The Benefits

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Gila River Health Care

RECEPTIONIST TO THE BOARD OF DIRECTORS

GRHC.ORG/CAREERS

JOB SUMMARY

Provides reception and general clerical support to ensure all individuals receive timely, courteous, customer service and assistance

MINIMUM QUALIFICATIONS:

1. High school diploma or GED or completion of the three steps outlined below:
 - Step 1 - successfully complete GRHC minimum testing score provided during pre-employment,
 - Step 2 - within fourteen (14) days of hire date, applicant enrolls into a continuing education program that will result in a high school diploma, GED, or equivalent and
 - Step 3 - be successfully working towards completion/graduation - with diploma/certification expected within one year from date of hire.
2. At least 6 months previous general office reception experience; medical office or healthcare setting preferred

WORKING ENVIRONMENT (PHYSICAL & MENTAL DEMANDS):

1. Activities are performed in an environmentally controlled office setting to long periods of sitting, standing, and walking; frequent physical demands may include stooping, bending, reaching, lifting, and pushing objects of varying weights up to 20 pounds.
2. Regular activities require the ability to quickly change priorities which may include and/or are subject to resolution of conflicts.

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