



# JOIN OUR TEAM AS A RECEPTIONIST

## Position

Origami is seeking a full time (Monday - Friday, 9am to 6pm) **Receptionist** with exceptional customer service, strong communication, and organizational skills.

The **Receptionist** will provide business support for Origami, including coordinating business systems, answering telephones, greeting visitors, maintaining a welcoming environment, typing, filing, data tracking, and general office and administrative duties.

## Responsibilities:

- Serve as main receptionist for Origami, answering telephones, taking messages, greeting visitors, and client check in/out.
- Serve as custodian of medical and billing record requests upholding confidentiality standards and privacy laws as primary point of contact for record keeping and retention.
- Maintain and order sufficient inventory of office supplies.
- Process clinical reports upon request (printing, mailing, emailing, and/or faxing) based on stakeholder preference.
- Completes all medical record scanning in to Allscripts EHR in a timely and systematic manner.
- Collaboration with the United States Postal Service for all incoming and outgoing mailing/shipping needs.
- Provide ongoing support to Origami's Administrative Team.

## Requirements

- Proficient in Microsoft Office Suite
- High School Diploma or GED
- 1 Year of Experience

## ABOUT ORIGAMI

Nestled on a beautiful 35 acre wooded campus just outside of Lansing, Michigan, Origami is a CARF accredited, nonprofit organization offering a continuum of care for individuals who have sustained a brain injury. Origami provides more than medical care. We work as a team, bringing together committed professionals who use a unique interdisciplinary approach and a network of community resources to meet the physical, social, spiritual, cognitive, and emotional needs of those who have sustained a brain injury. We focus on maximizing recovery, restoring quality of life and independence.

Origami offers competitive wages and benefits which include health, dental, vision, wellness plan, paid time off (PTO), 403b, life insurance, employee assistance program, recognition programs, flexible schedule, and more!

Apply: <https://goo.gl/GdDVrV>

QUESTIONS: [HR@ORIGAMIREHAB.ORG](mailto:HR@ORIGAMIREHAB.ORG)

Origami maintains a policy of nondiscrimination with employees and applicants for employment in all terms, conditions, and privileges of employment including, but not limited to hiring, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, termination, and retirement. No aspect of employment with Origami will be influenced in any manner by race, color, gender, religion, sexual preference, age, national origin, disability, orientation, veteran status, or any other basis prohibited by statute.