



LANDMARK STAFFING

Position: Administrative Assistant

Location: Grand Junction, CO

Type: Full Time

Wage: \$16.00/hr DOE

Job Responsibilities:

- **Responsible for client contact and assistance**
- **Scheduling appointments**
- **Answering phones**
- **Contact medical billing department**
- **Contacting insurance carriers and Medicare**

Job Requirements:

- **Required overtime worked between October 15-December 7th**
- **Effective communication verbal and written**
- **Computer Literacy and knowledge of Microsoft Office**
- **Background Check required**

Knowledge, Skills, and Abilities:

- **Knowledge of medical billing is helpful**
- **Someone with their Insurance License and interested in a position at an insurance agency is also welcome to apply.**