



Job Title: Office Receptionist
Hourly Compensation: \$10.50 per hour
Full Time 10:00 AM to 7:00 PM daily (this is the closing position)
Department: Front Office, Reports to Office Manager
Closing Date: Open Until Position Filled

Job Description

This position is the front line of The Ayurvedic Institute. The front office is the link between our clients and our programs and services. This position is full time and performs various duties that include customer service, email correspondence, math transactions, communication, 10 key computing, processing registrations, filing, processing paperwork, managing phones, data entry, overseeing doctor's schedule, daily reconciliation of receipts, cashiering, balancing cash drawer and closing the office daily.

Essential Duties and Responsibilities

- Provide customer service by assisting customers with in-store purchases, placing orders, answering questions, and directing questions to the appropriate department.
- Display great people skills and phone etiquette.
- Provide cashiering functions for daily customer sales.
- Ability to multitask effectively and accurately.
- Process paperwork and sales invoices in accordance with office procedures.
- Perform daily closing and key holding duties.
- Display initiative and problem-solving skills.
- Provide information to clients, students, and staff through effective communication.
- Ensure a clean, organized work environment that supports group work.
- Maintain strict patient and student confidentiality.
- Other duties and responsibilities as assigned by office manager.

Qualifications, Education and Experience

To perform this job successfully, an individual must meet the following list of requirements:

- High School Diploma (*or equivalent*)
- Computer Literate
- 10 Key Skills
- Knowledge of Microsoft Office Applications (Word, Excel, Access)
- Previous administrative office experience
- Knowledge of Ayurvedic Medicine or genuine interest in alternative medicine



Application Instructions

Ayurvedic Institute alumni are encouraged to apply. To be considered for this position, email your resume and a cover letter explaining your interest to careers@ayurveda.com. Please include the position title in your email subject line. Thank you!

Thank you for your interest in working at The Ayurvedic Institute!