

## **Shape the future of a client's life, one smile at a time.**

This position is part of our front desk team. We are the face of the organization - an exciting opportunity to create a positive ripple in our community. Join us in changing the face of healthcare in an environment that is empowering and *fun*! Breathe. breaks the mold of traditional medicine by being a company that inspires women to live the energetic, vibrant and active lives they deserve. Our dedication is evident in every interaction we have.

Please Note: Applications without all materials will not be considered. (See bottom of posting for details).

### **Summary**

We are hiring a **Client Experience Representative (part-time) for our West Des Moines location.**

**Hours for this position are 20 hours/week**

**Monday-Thursday 12pm-5pm**

**Hourly rate \$19/hour**

### **How You'll Make An Impact**

As the very first face or voice to interact with a client you will build strong relationships and set the client, our clinic, and your team up for success. This will include providing excellent, energetic customer service via phone calls, verifying health insurance benefits, greeting clients with warmth, verifying insurance, taking payments, and scheduling appointments. Your role will improve the overall environment of the clinic by performing day-to-day operations including tidying, emptying garbage, shredding, copying, filing, printing and faxing. Under the guidance of our Office Manager, you will work collaboratively to assist with continued clinic growth by working to meet clinic goals.

### **Who You Are (Qualifications)**

- Previous experience working in customer service or as a receptionist or administrative assistant
- Must understand the use of the internet and computer applications (Microsoft, etc.)
- Motivated by achieving goals and being an important part of a team
- Problem solver, interested in growth and process improvement
- Organized and detail oriented
- Interest in developing strong relationships with clients
- Willing to occasionally hold babies

### **What We Offer You**

Breathe. operates on the values of celebration, collaboration, visionary, growth, and integrity. Our company exists so that our staff and community are empowered and so that we can continue to learn, grow, and lead with integrity.

As a team member, you will get the following benefits:

- Gossip-free workzone
- Positive supportive work environment
- Opportunities to participate in lunch and learns on various health topics
- Optional independent projects in marketing and community service in order to earn an employer sponsored vacation with team members

### **To Apply**

Job posting will remain open until the position is filled. Intended start date is as soon as possible.

To apply, please submit the following materials to contactus@[breathptw.com](mailto:breathptw.com). Applications without all materials will not be considered.

- Resume
- Letter of intent or cover letter

**Be Yourself, We Like You That Way**

Breathe. is an equal opportunity employer. We are committed to inclusion across race, gender identity, age, religion, sexual orientation, and experiences to drive us forward everyday and create more positive, healthier communities.