

# Now Hiring

## Medical Receptionist

**\$16-17 an hour DOE**

TDL Staffing is currently seeking candidates with a familiarity in the medical office environment, who are self-starters with a passion for serving others.

### Requirements:

- Background check will be conducted
- Reliable transportation
- One year experience within a clerical setting
- Medical office experience preferred, but not required

### Duties:

- Provide excellent customer service
- Demonstrate an ability to multi-task
- Proficiency with MS Office programs
- Ability to schedule and perform data entry



**1716 University Avenue in Fairbanks**  
**TDLStaffing.com or call (907) 455-8300**

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