

Join our Team as an Office Administrator at G Sports Physical Therapy!

About Us:

G Sports Physical Therapy, located in the vibrant community of Berkeley, CA, is the leading provider of physical therapy for sports injuries and orthopedic conditions. Committed to empowering people to achieve their best with compassion and expertise, we have become the most loved and respected physical therapy provider Berkeley. We take pride in our recent expansion and our number one ranking on Yelp for physical therapy in Berkeley.

Work Environment:

At G Sports Physical Therapy, we foster a modern office setting that promotes growth opportunities, social events, and a relaxed atmosphere. Our commitment to on-the-job training and a variety of company perks ensures a safe and supportive work environment for all team members.

Position Overview:

We are seeking a dynamic Office Administrator to play a crucial role in elevating the patient experience, from the initial phone call to the final billing stage. The ideal candidate will thrive in a fast-paced environment, demonstrating exceptional organizational skills and a passion for delivering outstanding customer service. Schedule is Monday thru Friday, 6:45 am to 3:45 pm with an hour lunch.

Key Responsibilities:

- **Outstanding Customer Service:** Provide exceptional service to patients throughout their entire experience with G Sports Physical Therapy.
- **Scheduling Patients:** Coordinate and manage patient appointments to ensure a smooth and efficient flow of operations.
- **Phone Management:** Answer multiple phone lines promptly, addressing inquiries and facilitating communication.
- **Financial Transactions:** Collect patient payments and manage patient accounts and billing processes.
- **Team Collaboration:** Work closely with physical therapists, clinic director, patients, and physicians to ensure seamless teamwork.
- **Communication:** Respond to emails and chats in a timely manner, fostering effective communication.
- **Document Management:** Create reports and manage documents to support efficient clinic operations.
- **Insurance Coordination:** Navigate insurance processes and ensure accurate and timely submissions.
- **Compliance:** Adhere to HIPAA regulations, company policies, and all regulatory agency requirements.

Qualifications:

- Bachelor's Degree is required
- Experience in office administration, customer service, and healthcare is preferred.

If you are a motivated individual with a passion for healthcare administration and a commitment to providing exceptional service, we invite you to join our team at G Sports Physical Therapy. Take the next step in your career with us and contribute to our mission of empowering individuals to achieve their best. Apply today by submitting your cover letter and resume to the link on the Careers page on our website!

Job Type: Full-time

Salary: \$20.00 - \$25.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Paid time off
- Parental leave
- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- No weekends

Education:

- Bachelor's (Required)

Experience:

- Customer service: 1 year (Required)
- Office: 1 year (Preferred)

Work Location: In person