



GSports Physical Therapy is ranked #1 on both Yelp & Google and is in the heart of the San Francisco's Financial District, which has great restaurants, cafes, gyms and more. Our office is conveniently located two blocks from BART (train) and MUNI (bus) as well as parking garages which makes it commuter friendly.

Our highly trained physical therapists are committed to providing the most personalized, integrative, and effective treatments available. We pride ourselves on our commitment to excellence and staying current with developments in our industry to provide the highest service to our clients.

The Position: Full-time Office Administrator, Monday through Friday, 6:45 am to 3:15 pm. Some benefits we offer:

- Pre-tax commuter benefits
- Healthcare plan (medical, dental, vision) where we pay up to 50% of the premium
- Matching 401(k)
- Seven paid holidays
- Three weeks of accrued PTO to start

Requirements:

- A passion for providing the best patient experience in the Bay Area
- Medical related office experience is preferred but not required
- Excellent communication skills
- Detail oriented
- Ability to multitask efficiently in a busy clinic
- And be empathetic to patients' needs

Responsibilities:

- Scheduling patients for multiple physical therapists
- Answering multiple phone lines
- Collecting payments
- Verifying insurance benefits
- Managing patient files
- Keeping clinic presentable
- Assisting staff as necessary
- And other general office duties

Experience:

- Customer Service: 2 years (Preferred)
- Front Desk Coordinator: 2 years (Preferred)

If this sounds like the right position for you, please submit your cover letter and resume to the link on the Careers page on our website! We look forward to hearing from you!