

Administrative Specialist

At E3 Chiropractic + Wellness, we understand the frustration when aches, pains, or injuries make it difficult to perform the activities you love. We provide the care our patients deserve and the tools they need to be free from pain so that patients can enjoy the activities they love, with the people they love, for life.

E3 is a progressive health care clinic that offers a combination of hands-on manual therapy combined with exercise to address common injuries such as low back pain, neck pain, shoulder pain, sciatica, and more. Following our core values, we believe in building a team of high-performing people who exceed the status quo; we live and work by higher standards.

E3 Chiropractic + Wellness is currently hiring one full-time Administrative Specialist. The top priorities of the successful candidate will include:

- Assist in creating an incredible patient experience
- Assist in completing daily and weekly tasks to maintain the welcoming environment of the clinic
- Reliably answer phones and schedule patient appointments
- Assist in creating and modifying clinic systems for optimal function
- Assist in developing and implementing a comprehensive marketing strategy

Desired Qualifications:

- Excellent organization and time management skills
- High energy and a positive attitude
- Displays a strong attention to detail
- Enjoys learning and growth, with a desire to grow within the business
- Strong interpersonal communication skills (both written and verbal)
- Business Administration Certificate (preferred, but not required)
- Administrative Experience
- Experience in a service industry

E3 offers a competitive wage, a fast-paced work environment, and a commitment to continued innovation and excellence. If you are interested in this position, please forward your resume and cover letter to hello@e3chiropractic.com

For more information, visit our website at www.e3chiropractic.com