



Receptionist

Grand Peaks Medical & Dental is seeking a long-term, dependable Bilingual Receptionist to join our amazing team! ***Full-time positions work in both our St. Anthony and Rexburg Clinics.*** Wage DOE, benefits available!

Requirements: Applicants must pass a criminal background check, speak English and Spanish and have EXPERIENCE AND TRAINING as a Receptionist. Must be a team player who is able to work with other staff well in a high-paced environment. Ability to provide quality patient care, charting, and other duties as assigned. **Must be available for 36 consecutive months of full-time employment working 10-hour shifts.** Please send complete RESUME with REFERENCES.