



Glendora Employment Agency, Inc. is a boutique staffing firm located in the foothills of the San Gabriel Valley. Glendora Employment Agency, Inc. specializes in bringing local job seekers together with local employers. We are currently seeking a **Medical Intake Coordinator**.

Job Description:

A medical service provider in the local area is seeking an Intake Coordinator. Primary job responsibilities include but are not limited to:

- Working in both intake/facilities and intake/home patient departments
- Be able to process new orders, schedule new & existing orders, track & monitor orders
- Handle a high-volume of incoming & out-going calls
- Take all incoming referrals, orders, & service requests
- Resolve high-level customer service complaints, questions, and concerns

Minimum Qualifications:

To be considered for this position, candidate must possess the following skills demonstrated through previous work experience.

- Excellent proficiency in Microsoft Word and Excel
- Minimum typing speed of 50+ wpm
- Accurate data entry and ten key skills
- Stable work employment history is required
- Superior customer service skills
- High level of written and verbal communication skills
- MestaMed knowledge a plus
- 2+ years medical office experience preferred
- Bilingual in Spanish is a plus
- Desire to learn the business & seek future management/leadership opportunities