



Qualifications

- Good telephone skills and reliable
- Ability to deal with the public in a polite and nonjudgmental way
- Solid knowledge of Microsoft Office Word and Excel
- Strong computer skills –able to easily learn our Medical systems and be able to easily maneuver within those systems.
- Minimal personal calls/texts while on the clock
- Multi-task

Responsibilities

- Job duties include answering phones, assisting our clients during check-in, inventory, and training clients on how to clean and check their hearing aids & troubleshooting, Insurance verifications.

Benefits

- Pay: \$16.50 per hour , job evaluation in 3 months and merit increase in 12 months based on company goals (Affordable Hearing Store Grows, you Grow!)
- No weekends - No Holidays -No Evenings

Employee training 3-4 weeks allows new staff member to be competent in there role.

Job Position:

Affordable Hearing Store is hiring an Clerical / Hearing Aid Specialist Assistant for our Affordable Hearing Store 1420 W. Main St., Tipp City , Oh 45371

The position is part time and will average 16-24 hours a week.

Applicants would need to be available to work between 9am-5pm Tuesday and Thursday/week.

There will be opportunities for more hours to help cover vacations, illness etc.

Email Resume: sheila@affordablehearingstore.com Phone (937-834-4225)

Sheila Portz