

Appointments

Full Time Appointments Scheduler for growing medical practice.

Excellent communication skills, knowledge of computer scheduling, and medical terminology a plus. Must be a team player with a minimum of two years previous experience in a medical office. This is a fast-paced position with a large volume of calls. We offer competitive salary and excellent benefits.

Send resume to: Director of Human Resources,
New England Orthopedics Surgeons, Inc.
300 Birnie Ave., Springfield, MA 01107,
or e-mail, humanresources@neortho.com.