



Receptionist at Moab Regional Health Center

Moab Regional Health Center is seeking qualified candidates to fill one full-time position for a receptionist within the family medical Clinic. The receptionist is responsible for capturing complete and accurate patient demographics at the time of registration for a variety of patient needs. They will do so often in high-stress situations, where multi-tasking, calmness, compassion, and accuracy are of the utmost importance. Our candidate for this position will be personable and warm, have excellent phone and customer service skills, produce highly accurate work with above-average attention to detail and possess a genuine and consistent positive attitude. Must have excellent attendance. This is a full-time, year-round position, M-F 08:00 to 17:00.

MISSION: Our dedicated team puts the patient first, delivers quality cost-effective healthcare and promotes wellness to all we serve.

VISION: From patient care to community wellness, we serve as your portal to health.

What makes Moab Regional Hospital a great place to work?

- Year Round Employment
- Job Security
- Predictable Schedules
- Collaborative and Supportive Workplace
- Professional Growth Opportunities

Our people make the difference. We promote from within and fully support our staff as they build careers in healthcare and related fields. Our administration, medical staff, and clinical staff work closely together to foster a fast-paced work environment and a positive work-life balance. With reliable schedules and year-round employment, you can enjoy steady work and still have time to enjoy all that the Moab area has to offer.

Minimum Qualifications

- High School Diploma or equivalent.
- Excellent customer service and communication skills, including oral, written, and listening via telephone and in-person.
- Clerical skills and experience with computers.
- Ability to work in a confidential manner.
- Comfortable in a professional work environment.
- Must enjoy working as part of a small team and also comfortable working autonomously.
- Reliable, punctual, and emotionally mature.
- Open to other duties as assigned.
- Comfortable working in a professional environment.

This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Moab Regional Hospital is proud to be a Drug Free Workplace and EOE.

How to Apply

- External and internal applicants send their resume or the MRH application to jobs@mrhmoab.org.
- Position closes May 1, at 08:00.

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and/or protected veteran status.