



Medical Scheduler

Schedules

BENEFITS:

Remote work possibilities

\$500 sign-on bonus*

(\$14 - \$16 an hour)

23 paid days off including vacation, holiday, and personal days •

Health and dental benefits **Defined schedule •** Short/long term disability

QUALIFICATIONS:

- Excellent interpersonal and communication skills
- Ability to problem-solve and multitask
- Able to type a minimum of 25 wpm
- High School diploma or equivalent
- Bilingual English/Spanish a plus

Enjoy helping others!

Email mvega@asafehaven.org

Indicated in the subject-line company Name



2750 West Roosevelt RD
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