



1415 E. Tudor Road • Anchorage, AK 99507  
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AlaskaCareerCollege.edu

## **JOB DESCRIPTION**

**TITLE:** Front Office Assistant/Receptionist for Therapeutic Massage Clinic

**SCHEDULE:** Part-Time Schedule varies, may include;  
Friday: 3:30pm – 8pm • Saturday/Sunday 9am-5pm, and additional hours as needed

**Pay Rate:** \$15/hr

## **RESPONSIBILITIES AND TYPICAL DUTIES**

1. Checking in/out of Massage Clinic clients.
2. Communicate with Clinic Manager and Massage students regarding client intake.
3. Collecting and Processing Fees and Gratuities.
4. Scheduling Massage Appointments.
5. Create and Edit massage schedules..
6. Opening and closing of Campus for Massage Clinics, various Front Office duties.

## **REQUIRED TECHNICAL SKILLS**

Microsoft Office Suite: Word, Outlook, Excel

## **OTHER SKILLS REQUIRED**

- Customer Service
- Professional Telephone Etiquette
- Ability to Handle and Maintain Confidential Information
- File Management
- Friendly with good ‘People Skills’

## **TO APPLY:**

Submit your resume to Annalisa Corona in person or by email with ‘Massage Clinic’ as your subject to [Annalisa.Corona@AlaskaCareerCollege.edu](mailto:Annalisa.Corona@AlaskaCareerCollege.edu).