



Join our
TEAM!

Receptionist

Full Time

Aurora County Community Health Center

Aurora County Community Health Center in Plankinton, SD is seeking applicants for a full time receptionist. Candidates must have excellent people skills and customer service skills. The receptionist is responsible for secretarial functions including greeting patients, scheduling appointments and collecting information and co-payments from patients. Duties may vary as assigned by the Regional Office Manager. If you are a positive team player and enjoy working in a busy health care environment, this position is for you.

Horizon Health Care offers a competitive wage, excellent benefit package including: health, dental, vision, disability, life insurance, retirement plan, vacation, sick leave and 9.5 paid holidays.

Apply online at
www.horizonhealthcare.org/careers

Horizon Health Care is an equal opportunity workplace and affirmative action employer. All qualified applicants will receive consideration for employment without regards to race, color, religion, sexual orientation, gender identity, national origin, disability, or veteran status.