

Pain Relief Chiropractic

Dr. Wil Holdsworth, DC  **Member of ChiroTrust**

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"THE PLEDGE"
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527 Route 206  Convenient
Newton, NJ 07860  Affordable
  Mainstream **973-579-1921**
 www.pain-reliefchiro.com

Member Since 2015

Your Sussex County Chiropractor
www.PainReliefChiroBlog.com

Internship Job Title: **Front Desk Assistant**

Company Name: **Pain Relief Chiropractic**

Street Address: 527 US Highway 206

City: State: Zip: Newton, N.J. 07860

Phone: 973-579-1921

Fax: 973-579-7026

Supervisor's Name: William Holdsworth

Supervisor's Title: Owner/Chiropractor

Email: wilholdsworth@gmail.com

Start Date: Anytime

Approximate End Date: 3-12 months from start

Hrs/Wk: 10-28 hours a week

Wages/Hour: \$8.44/hour

Specific skills required for this internship:

1. Communication skills
2. Customer Service/Client Relations
3. Organization
4. Online/Social Media Skills

Specific duties the student will learn to perform:

1. Answering phones/scheduling patients
2. Social Media Marketing/email/direct mail
3. Insurance Billing
4. Greeting Patients, improving facilitating patient experience