



Mobile Xpress Clinics

REGISTRATION ASSISTANT

Position Title: Registration Assistant

Location: San Diego, California

Position Summary: Patient registration to facilitate sample collection and support COVID-19 testing.

Job description: Register Patients for COVID19 testing using EHS software to collect demographic information and facilitate service for swabbing, blood draws and vaccinations. This person will participate in events and interact with customers in a vibrant team making a difference. Must be willing to take on new responsibilities and vary work schedule to accommodate company needs; this may require occasional long workdays and/or weekend work.

Required Qualifications:

- Customer service experience
- Enjoy working with people
- Strong Verbal Communication skills
- Positive attitude
- Proficiency with Apple iPads
- Experience with MS Office Suite & Google products
- Ability to lift 20 lbs
- Must be punctual
- Covid-19 vaccination necessary

Additional Qualifications:

- Ability to work with in a team environment while supporting patient/customers.
- Ability to adapt to updates and changes in procedures.
- Ability to perform basic connectivity trouble shooting for wireless and Bluetooth connected devices. (Training provided.)
- Bilingual a plus

Compensation: Dependent upon qualifications and experience.

About Us: Mobile Xpress Clinics is a clinical testing company focused on fighting the Covid-19 pandemic. We offer all types of Covid-19 diagnostic testing, Covid-19 vaccinations and phlebotomy services. We have testing sites in Sorrento Valley, Lemon Grove and mobile sites. We are a team of people that enjoy working together to help with health and equity in our community.



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