



**Customer Service/Data Entry * Unity Ambulette Corp.,
Liberty and Saugerties NY**

Overview: Unity Ambulette Corp. is seeking a Customer Service/Data Entry person in Liberty and Saugerties, NY. (possibility for remote work)

Customer Service/Data Entry are responsible to record day to day transactions. Interact with clients to schedule and confirm medical transports. Extensive phone contact with clients. Maintain a HIPAA compliant workplace. Compile, verify accuracy, and sort information to prepare source data for computer entry.

Major Skills required to perform the job:

Proven Customer Service/Data Entry skills

Strong Interpersonal Skills

High degree of accuracy and attention to detail

Able to follow HIPAA Rules and Regulations

Requirements:

Reference Check

1-year experience

High School graduate or equivalent

Shift, Salary, and Benefits include; This is a part-time position, Wednesday - Friday, first shift, \$15.00 hourly, Benefits include; Paid Vacation, Paid Sick Leave, and Holidays.

Apply by email at unityambulette@outlook.com, calling 845-514-2862, or in person to 6 Wierk Ave., Suite 10, Liberty, NY 12754