

The background image shows the Modoc Medical Center building on the left and a white ambulance on the right. The ambulance has 'EMERGENCY' and '1510079' on its side. The text 'MODOC MEDICAL CENTER' is written in a large, stylized, orange and blue font across the top of the image.

MODOC MEDICAL CENTER

Job Announcement

Join a Team That Lifts You Up. Live a Life That Fulfills You. Discover What Modoc County Has to Offer.

OFFICE WORKER

Extra | On-site

Wage: \$19.61-\$28.61/hr | Dependent on Experience

Modoc Medical Center (MMC) is accepting applications for an Extra, non-benefit eligible Office Worker/Receptionist to provide support across multiple departments, including Physical Therapy, the Clinic, and the Acute Hospital. This position is responsible for a variety of administrative and reception duties, ensuring professional, efficient, and friendly service to patients, visitors, and staff. The role requires flexibility to float where needed, strong organizational skills, and the ability to work collaboratively in a fast-paced environment.

Responsibilities

- Greet and assist patients, visitors, and staff in a professional and friendly manner
- Answer and route phone calls promptly and courteously
- Provide clerical support, including data entry, scheduling, and filing
- Assist departments with Microsoft Office-based projects and data organization
- Maintain confidentiality and professionalism at all times
- Adapt quickly to changing priorities and department needs

Qualifications

- High school diploma or GED
- 2-5 years' experience in a healthcare setting preferred
- Proficiency with Microsoft Office applications
- Strong communication, organization, and problem-solving skills
- Team-oriented, dependable, and able to work effectively with all levels of staff

Benefits (Full-time positions)

- Relocation Assistance up to \$5,000 for eligible applicants
- Comprehensive Insurance Package: Medical, Dental, Vision, Life & AD&D
- Retirement: 457(b) plan with employer match & LIUNA Pension
- Work-Life Perks: PTO, EAP, longevity bonuses, & uniform allowance
- Education & Discounts: Tuition assistance + free care for employee/dependents after insurance

Apply Online at www.modocmedicalcenter.org

Modoc Medical Center Human Resources Department
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