

Fast Track Physical Therapy & Fitness | Somerdale, NJ

<https://fasttrackptnj.com/careers/physical-therapy-front-desk-receptionist-part-time/>

Front Desk Receptionist

Description

Fast Track Physical Therapy is a busy outpatient private practice who has an immediate opening for a part-time front desk receptionist in our Somerdale location. Candidate must be flexible in accommodating the hours needed in the facility and be willing to work morning, afternoon, and/or evening.

The Front Desk Receptionist duties include but not limited to greeting and scheduling patients, answering phones, entering patient demographics, verification of insurance, collection of monies, charge entry and proper documentation of accounts. He/she possesses excellent customer service skills, the ability to multitask, and acts as a liaison to the Patient Care Manager/Coordinator, Billing Specialist, and Practice Owners.

Qualifications:

EDUCATION: High School Diploma or GED.

EXPERIENCE LEVEL: Minimum of one (1) year's experience in medical office environment preferred.

KNOWLEDGE: Knowledge of business office procedures and excellent customer service skills.

Please include a cover letter and resume.

Job Type: Part-time

Education:

- High school or equivalent (Preferred)

Experience:

- Customer service: 1 year (Preferred)
- Computer skills: 1 year (Preferred)

Work Location: In person

Hiring organization

Fast Track Physical Therapy

Employment Type

Part-time

Date posted

July 19, 2026