

JOB OPENING: Gathering Blue Acupuncture & Herbal Medicine

Dr. Daron Mathena is hiring for an office assistant or two at her growing clinic at Gathering Blue Acupuncture!

Our clinic is a dynamic space of professional, kind team members and the sweetest patient population in our great town of Ramona. We are a holistic, healing practice of doctors of acupuncture and Chinese medicine and certified massage therapists, a midwife, and potentially more! Even with an emphasis on Neuro, cosmetics and women's health and fertility, we welcome anyone in need on their health journey (men, youth, children, athletes). We are looking for an office assistant or potentially two. The assistant provides exceptional customer service to all components of the clinic by performing the following:

- Interacting with the patients, effectively communicating with them and all team members;
- Answering phones, scheduling patients, checking-out patients, and shipping supplements;
- Turning over and stocking treatment rooms;
- Opening the clinic and closing it;
- Miscellaneous office duties as assigned;
- Helping promote a healing space in every way possible.

Musts:

- Ability to adapt, focus, change course, go with the flow, and manage interruptions;
- Flexibility is imperative;
- Perform all duties in an extremely efficient and timely manner;
- Desire to be part of a close-knit team;
- Not take yourself too seriously.

Technology:

- Microsoft Office 365
- Word & Excel
- Jane ~ scheduling software
- Added bonus if you know Jane, MailChimp, Canva, Quickbooks, and Social Media

Hours:

- Tuesday 8:15 - 2 or 3, Wednesday 3-7 or 8, Thursday 8:15 - 2 or 3, Saturday 8:15-2 or 3, and when the newest acupuncturist and massage therapist start, there will be more shifts available. Approximately 20-28 hours per person to start.
- Occasional opportunity for additional hours during extremely busy shifts;
- On the occasion of a slow day, guaranteed minimum of four paid hours.

Benefits:

- One treatment per month;
- Monthly credit for supplements and discounts on other supplements;
- Flexibility and understanding for potential childcare mishaps;
- Room for growth within the team.

**** Please email Office@gatheringblueacu.com with your resume**

**** If you resonate with this posting, please include your resume' AND a cover letter describing why you think you might be the one for our team with your astrology "big three" as the title! All responses without your sun sign, rising sign, and moon sign as the title of your cover letter will be denied!**

**** We spend a great deal of time training the right person and, frankly, we get attached! PLEASE save your time and ours by not applying for this job if you are looking for temporary or full time work. We understand that life is unpredictable at times, but we are looking for a team member who will give us a minimum commitment of one year.**

Job Type: Part-time

Pay: \$15.00 per hour to start with room for a raise based on time and performance

Education:

- **High school or equivalent (Preferred)**

Experience:

- **Customer Service: 1 year (Preferred but not required for the right applicant)**

Work Location: One location

1516 Main Street, Suite 105 Ramona, CA 92065

<https://gatheringblueacu.com/>

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