



Receptionist

Clinical Architecture is a leading Healthcare IT solutions provider. Through our comprehensive suite of products and solutions, we help customers across the healthcare vertical utilize disparate information for analytics, clinical decision support, and interoperability. Our mission is to help evolve healthcare with a focus on the quality and usability of clinical information.

Receptionist

Clinical Architecture is seeking a self-motivated, energetic, positive and organized professional in Indianapolis, IN to greet and assist guests we welcome to our office, and assist with office administrative duties.

Responsibilities

- Prepping and stocking conference rooms for training sessions
- Greet guests promptly and professionally
- Maintain mail and package delivery services
- Manage stocking and cleanliness of café
- Requested office duties
- Report to Executive Administrator

Qualifications and Experience

- Entry level (High school diploma or equivalent)
- Strong written and verbal communication skills
- Be flexible and adapt to change
- Dress professionally
- Spirited individual who is energetic, joyful, and confident
- Strong organizational and time management skills are critical (must adhere to deadlines, multi-task and be able to prioritize)
- Ability to work both independently, with minimal supervision and in a team environment.
- Ability to learn quickly and manage workload in a cooperative and demanding environment.
- Passionate about career and opportunities to grow within the company
- Experience using Microsoft Office

Culture and Benefits: Clinical Architecture provides team members the opportunity to expand their minds and grow professionally and personally.

- World class innovators
- Industry thought leaders
- Friendly and positive
- Casual attire
- Two weeks of paid time off per year (increase available upon tenure)
- Medical, Dental and Vision Insurance with 50% contribution from Clinical Architecture

Incentives: Clinical Architecture provides a working environment enjoyable to our team and guests.

- Monthly team lunches
- Team social events
- Onsite fitness center (membership paid by Clinical Architecture)
- Tread desk and Lift desks
- Onsite café with snack stand and beverages

Interested individuals can apply at: <http://clinicalarchitecture.com/careers/>

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, gender identity or expression, sexual orientation, age, disability, veteran status, marital status or any other protected characteristic.