



## **Office Support Specialist**

Location: Alpharetta, GA

Employment Type: Part-Time - Full-Time

Salary: Competitive, based on experience

Functional Medicine Georgia is seeking a detail-oriented and customer-focused Office Support Specialist to assist our administrative team with office support tasks, workflow optimization, and healthcare compliance. This role ensures smooth daily operations and exceptional patient service.

### **Key Responsibilities:**

- Manage **patient records**, scheduling, billing inquiries, and follow-ups.
- Handle calls, emails, and faxes **professionally and promptly**.
- **Onboard new patients**, collect accurate data, and send appointment reminders.
- Direct patient inquiries to the appropriate team member for a timely patient response.
- **Maintain office inventory**, coordinate vendor orders, and support patient engagement.
- Assist with scheduling, team coordination, and report organization.

### **Qualifications:**

- Bachelor's degree preferred.
- Proficient in MacPractice, Ring Central, Google Apps, and Square POS.
- Strong organizational skills, communication skills and ability to multitask.
- Customer service experience with a focus on professionalism and efficiency.
- Detail-oriented and able to work in a fast-paced environment.

### **How to Apply:**

If you are a motivated professional passionate about wellness, apply today by submitting your resume to [resumes@fmg.health](mailto:resumes@fmg.health).

### **Equal Opportunity Statement:**

We are committed to providing a fair and welcoming workplace where all individuals are treated with respect. Employment decisions are based on qualifications, skills, and experience, without regard to personal background or characteristics.