

Client Experience Coordinator

Lotus Acupuncture & Wellness | Merrimack, NH

We're looking for a friendly, organized, and motivated Client Experience Coordinator to join our growing holistic wellness practice! If you're passionate about helping others, enjoy building relationships, and thrive in a fast-paced environment, we'd love to meet you.

Part-Time Schedule

- Monday, Tuesday & Thursday: 9:00 AM – 4:00 PM
- Wednesday: 10:00 AM – 4:00 PM

Starting Pay: \$15/hour, with the opportunity for a performance-based raise after 90 days.

Responsibilities

- Welcome clients and create an exceptional patient experience
- Schedule appointments, answer phones, emails, and texts
- Process payments and maintain client records
- Prepare treatment rooms and support daily clinic operations
- Maintain a clean, organized, and professional office environment
- Manage inventory and clinic supplies
- Assist with social media, marketing, newsletters, and promotional campaigns
- Represent the clinic at networking events, health fairs, and community outreach opportunities
- Help grow the practice through relationship building and referral partnerships

We're Looking for Someone Who Is

- Friendly, outgoing, and compassionate
- Highly organized with excellent attention to detail
- Professional and dependable
- Comfortable with computers and willing to learn new software
- Familiar with social media platforms (Canva experience is a plus)
- Interested in holistic health and wellness
- Excited to help grow a small business and become an important part of our team

If you're looking for a rewarding position where you can make a meaningful impact on both our clients and our growing practice, we'd love to hear from you!