Job Posting: Administrative Assistant & Zerona Specialist

Company: Rimrock Wellness

Location: Grand Junction, CO

Pay Rate: $18.00 / Hour

Employment Type: Part-Time (20 Hours/Week)

Job Summary

Rimrock Wellness is looking for a versatile and high-energy Administrative Assistant to join our team. This is a unique dual role where you will manage the front-office patient experience and serve as the primary specialist for our **Zerona Non-Invasive Fat Loss** program. The ideal candidate is passionate about health and wellness, detail-oriented, and enjoys a mix of administrative tasks and hands-on patient care.

Key Responsibilities

Administrative Support

- Greet patients, manage check-ins/check-outs, and handle multi-line phone systems.
- Schedule appointments and manage the clinic's daily flow.
- Assist with patient records, billing, and general office organization.

Zerona Program Specialist

- Lead the Zerona Weight Loss Program by guiding patients through their treatment sessions.
- Educate patients on the benefits of non-invasive laser body contouring.
- Set up treatment rooms and ensure the Zerona equipment is properly maintained and operated.
- Track patient progress and provide encouragement through their wellness journey.

Required Qualifications

- **Communication:** Exceptional interpersonal skills and a professional, welcoming demeanor.
- **Detail-Oriented:** Strong organizational skills to manage office tasks and treatment schedules simultaneously.

- **Passion for Wellness:** Interest in chiropractic care, weight loss, and holistic health.
- **Technical Aptitude:** Ability to learn and operate specialized wellness equipment (training provided).

Benefits & Perks

At Rimrock Wellness, we believe in taking care of our team just as well as we take care of our patients:

- **Retirement:** 401k with a **3% employer match**.
- **Health & Wellness: Free Chiropractic care** for employees.
- **Time Off:** Paid Time Off (PTO) package.
- **Work-Life Balance:** Stable part-time schedule (20 hours per week).