

## Traveling Job Lead/Receptionist

CHC Wellbeing, a national wellness company, is seeking hardworking Traveling Job Leaders/Receptionists. This position will require the Job Leaders/Receptionists to drive and travel to off-site locations throughout the Chicago land area. The start time for this position varies. The qualified candidate must be responsible, reliable, possess the willingness to work hard, and the ability to multi-task. The right individual must be willing to travel, punctual, detail oriented, a self-starter, have strong communication-presentation skills and client relations.

We are a national wellness company that is growing every year which provides plenty of opportunity for growth.

### Main Responsibilities: (subject to change upon, degree of experience)

- Explain services, greet customers, adhere to the schedule, verify ID/insurance
- Pick up/drop off supplies, On Site wellness station setup and breakdown
- On Site/Job Location Team Management
- Drive to one job site per day starting between the hours of 5AM and 7AM
- Drive to main office per day for data entry, prepare participant files
- Prepare specimens for laboratory pick up

### Position Description:

The Job Lead is an on-site professional that intakes patients and provides the proper information to CHC Wellbeing Phlebotomists and CHC Wellbeing Participants. Duties and responsibilities for the Job Lead at CHC Wellbeing include greeting and informing CHC Wellbeing patients, verifying/collecting information, providing staff and patients with detailed screening expectations, preparing paperwork, labeling the specimen collection tubes with the patient's name, spinning specimens and submitting specimens for processing into the designated pick up box.

The Job Lead will actively listen to issues and concerns of the phlebotomists and participants to display and demonstrate a professional image. As a team member, the Job Lead will play an integral role by collaborating with others and contributing toward the strategic plan and corporate mission.

### Requirements:

High School Diploma or GED equivalent  
General Computer Skills  
Medical Background/Experience Preferred  
Reliable transportation and Valid driver's license  
SPANISH SPEAKING A PLUS!

### We offer:

Flexible hours  
Self-scheduling system  
Great compensation


(Onsite) Direct Supervisor: Team Leader

### IMPORTANT:

ONLY EMAILED RESUMES WILL BE CONSIDERED. Email your cover letter and resume to [gpangan@chcw.com](mailto:gpangan@chcw.com)



Beyond Wellness to True Potential.

 847.640.4440

 [www.chcw.com](http://www.chcw.com)