

Patient Account Services/Accounting Administrative Assistant

Are you looking for an exciting and challenging career as an administrative assistant and great hours too? Join our Team!!

We have an immediate opening for a part time (32 hours a week) and benefits eligible administrative assistant to support our Patient Account Services and Accounting areas. The successful candidate must be detail orientated, organized, flexible, self directed and able to multi-task. Computer skills are a must and should include being proficient in Word, Excel, Powerpoint and email/scheduling systems. Health care experience is preferred.

Hutchinson Area Health Care offers a competitive wage and comprehensive benefits package. Please send resume to:

Hutchinson Area Health Care
Attn: Sarah Hansen
1095 Highway 15 South
Hutchinson, MN 55350
320-234-4667 Fax
shansen@hahc-mn.org