

# THE COHEN CLINIC



## Who We Are:

A holistic therapy practice made up of Psychologists, Psychotherapists, Social Workers, Dietitians, and a Naturopathic Doctor.

## Clinic Coordinator Job Description:

- Responding to questions from clients and referral sources.
- Completing new client screens and scheduling intake appointments.
- Handle and coordinate active calendars.
- Following up with clients regarding unpaid accounts.
- Assisting with other administrative tasks on an ad hoc basis.

## Qualified Candidates:

- Administrative experience.
- Exceptional customer service and interpersonal skills.
- Strong attention to detail, time management and organizational skills.
- Excellent written and verbal communication skills.
- Motivated, reliable, and the ability to take initiative and work independently.
- Experience with handling confidential information is an asset.

*Come join our  
team today!*

Please email a CV to:  
[ambercohen@thecohenclinic.com](mailto:ambercohen@thecohenclinic.com)

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