

Job Title	Office Assistant
Employer/ Agency	Sugar Land Counseling Center
Job Description	Duties include: Answering phones, greet patients, filing, scheduling appointments, verifying insurance, and collecting payment and submitting claims.
Qualifications	Experience with secretarial or receptionist work. Interest or seeking a degree in Counseling/Social Work/Psychology.
Salary/Hours	Depends on experience
Employer/Agency	Sugar Land Counseling Center
Address	1111 Hwy 6 Suite 235
City, State, Zip	Sugar Land Texas, 77478
Contact Person	Dr. Kiran Mishra
Contact Title	Owner/Psychologist
Telephone Number	832- 876- 3232
Email Address	kdmishra@hotmail.com
Application Method	Email or call
Opening Date	3/21/16

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.