



**E L L E**  
AESTHETIC ARTS AND PLASTIC SURGERY  
LARRY LICKSTEIN, MD

## **ELLE AESTHETIC ARTS AND PLASTIC SURGERY JOB DESCRIPTION**

### **Front Office Coordinator**

ELLE Aesthetic Arts and Plastic Surgery is seeking customer service oriented individuals to join the Concierge Team of its fast-growing ultra-luxury med spa and plastic surgery practice located in Ashburn, Virginia. The ideal candidate will be a team player, extroverted and self-motivated, with excellent communication skills, and an upbeat personality. Very competitive compensation and benefits package (including products and services)..

#### **RESPONSIBILITIES**

- Greet clients and facilitate their experience as they navigate our services
- Employ our Electronic Medical Records system to coordinate scheduled visits
- Operate a point of sales system for the sale of retail products, and do associated end of day sales records
- Spend time in our call center managing incoming inquiries
- Register patients for loyalty programs with our vendors

#### **QUALIFICATIONS**

- Ability to multitask
- Team player, collaborative focus
- Possess strong sales orientation
- Excellent customer service and communication skills
- Bilingual is a plus
- Must be flexible to work some Saturdays and some evenings