

CLERICAL ADMINISTRATIVE SUPPORT

– Cash Application – Charge Capture Processing

BCS a Waconia based healthcare practice management firm is seeking FT clerical administrative assistant positions in as many as two areas within our Waconia corporate operations.

These positions will function in a support role for various areas within BCS. Excel, PC, Word, and Voice communications, etc experience helpful but BCS will train selected candidates. Position FT Monday – Friday – 8-4.30 BCS offers a competitive wage, health, life, and 401k benefits.

Resumes must accompany an online application completed at
<https://www.bcsconsult.com/JobApp/JobApp.asp>