

# Part time Office Manager/Customer Service Representative with Doctor's Choice

Social Enterprise Greenhouse is helping to find qualified applicants for Doctor's Choice. Please see the below for more information, or email [talent@segreenhouse.org](mailto:talent@segreenhouse.org).

**Mission:** [Doctor's Choice](#) is on a mission to help retirees navigate Medicare through creating best in class content/education along with individualize guidance on insurance options. Started by Dr. John Luo as a way to help patients with understanding the insurance side of Medicare, Doctor's Choice is expanding its educational outreach regionally in New England.

**About:** When Dr. Johnny Luo, a graduate of Brown Medical School, was finishing his clinical training in North Smithfield, Rhode Island, he was asked numerous questions about Medicare Health Plans from his patients. Frustrated with the lack of clear education about Medicare Health Plans, Dr. Luo started Doctor's Choice as a resource to help individuals make an educated decision regarding Medicare Health Plan coverage.

**Description of Job:** Doctor's Choice is seeking someone to processes/tracks health plan applications, answers phones and assists clients with customer service issues, triage new clients, maintain cleanliness and supplies in the office, and to assist the CEO/Director of Operations with scheduling and personal tasks if necessary.

**Hours per week:** 20 hours/week with flexibility

**Qualifications:** Someone who is well organized, courteous with clients both in person/over the phone. Applicant must be able to work out of Warwick office, previous office roles preferred but not required.

**Compensation:** Hourly/\$15-20 based on experience

Email [talent@segreenhouse.org](mailto:talent@segreenhouse.org) with your résumé and cover letter as PDFs to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.

