

# PART TIME POSITION

## American Clinic Management

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**Industry:** Medical  
**Position:** Receptionist/Medical Assistant  
**Date of posting:** March 1st, 2024

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### **Basic Company Information:**

Established in 1954, American Clinic Tokyo serves the English-speaking population in Japan, offering Primary Care, Psychiatry, and Psychology. The team comprises three General Practitioners, a Psychiatrist, and a Psychologist. The clinic is located in Akasaka near the US embassy and extends its online services throughout Japan.

### **Hourly Wage and Other Benefit:**

- ★ Hourly wage starts from 2000 yen per hour. Receptionists who work independently without supervision and work out-of-hours will acquire additional benefits.
- ★ Academic credit can be achieved with some universities.
- ★ Students can build strong ties, connections and training for further studies by demonstrating consistent dedication and ethics.

### **Requirements:**

- ★ Bilingual (Native level American English required. Conversational Japanese required for phone conversation.)
- ★ Must have working visa in Japan.
- ★ Must be excited to train for the job and motivated to work for at least one year.
- ★ Good reading, writing, and communication skills as an interpreter.

### **Responsibilities:**

- ★ All required tasks at the reception desk (Including, but not only, addressing patient needs, scheduling, handling payments, answering incoming emails, phone calls, organization, cleaning, and following infection control protocol, etc.)
- ★ Assisting patients to local pharmacies, clinics, and hospitals when required.

### **Contact Information:**

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