

Resumes to:  
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## **Establish your Future at SOS**

### **Surgery Scheduler – Medical Office**

SOS is looking for hardworking, caring individuals who want to make a difference. We have full-time openings at our patient-focused orthopedic offices in Dewitt, N.Y. As we service our customers, we are looking for someone with a pleasant telephone voice, good people skills, can stay organized and has the ability to read and communicate well with an attention to detail and the ability to handle a busy day while maintaining a calm disposition. HS Diploma or GED is required and preferred skills include prior appointment or secretarial experience, typing/computer, medical terminology, and insurance experience. Knowledge of medical terminology and experience using an electronic medical records system is a plus.

Our Dewitt office is on a bus route. Rewards for working at SOS are generous vacation days annually, 7 Paid Holidays and a work week of Monday – Friday – day hours, Medical and Dental Benefits, 401K, Life Insurance, LTD. SOS offers internal growth opportunities.

Mail resume to Syracuse Orthopedic Specialist, 5824 Widewaters Parkway, East Syracuse, NY 13057 Attn: HR Dept, by email to [hr@sosbones.com](mailto:hr@sosbones.com) or via fax to 315-552-6020. Specify the position you are interested in. SOS is an EOE. No phone calls please.