

# AMAG Pharmaceuticals, Inc.

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## Open position: Office Clerk/Receptionist

**Position description:** We are looking for a Receptionist to fill an opening within our Health Insurance Company. This is a part-time position, flexible hours. If the following bullet points describe you well, please send your resume. No phone calls please.

### **Job duties/Requirements are as followed but not limited to:**

- Possess a positive can-do attitude, are punctual and dependable
- Are a team player, take direction well, but can also be self-directed and work alone
- Have excellent customer service skills
- Able to answer multiple phone lines
- Can demonstrate your attention to detail by making the subject line of your e-mail "Outstanding Receptionist"
- Take pride in the quality of your work, are very neat and organized
- Get along well with all people
- Conduct yourself in a professional manner
- Previous office/administrative experience is a plus

