



## Desk Operations Specialist In-Person Hiring Event Feb 14th!



### POSITION DESCRIPTION

Mayo Clinic in Jacksonville, FL has various Desk Operation Specialist positions available in multiple locations, schedules and shifts are dependent upon position availability at any given time. Applicants are not applying for a specific area. Qualified applicants are pooled for consideration by any/all active hiring managers.

Desk Operations Specialists facilitates patient visits and supports the health care provider by anticipating and responding to patient needs and requests of the health care team. You will be responsible for coordinating the details of the patient's visit by:

- Scheduling appointments
- Preparing the patient for their appointment
- Completing pre-examination record information
- Managing the flow of patient material
- Communicating scheduling delays or changes
- Serving as a direct contact and resource to the patient

This role requires flexibility which may include cross coverage and travel depending on location. Must be willing to adjust work schedules in response to department or clinical needs.

### WHEN AND WHERE

**Feb 14th 9:00AM - 1:00PM ET at the Vincent A. Stabile, North, Building, 3rd Floor (4500 San Pablo Rd, Jacksonville FL).** Bring a resume and sit down for an on-the-spot interview! For more information on interviewing at Mayo Clinic, please copy and paste this into your browser

<https://www.mayoclinic.org/documents/preparing-for-a-behavioral-interview/doc-20150425>. See you there!

Direct Link to apply: [Desk Operations Specialist - Office of Access Management FLA at Mayo Clinic](#)

For more information about the position please visit: [Desk Operation Specialist](#)