

ADMINISTRATIVE ASSISTANT

Administrative assistant needed for a busy insurance & investment office. Full time M-F.

Insurance/Investment and/or office experience a plus.

Attention to detail a must. Non Smoking environment. Salary commensurate with experience.

Applications accepted only by resume until May 18, 2012.

**Please mail resume
to Parsons Wealth
Management,
1021 Washington Rd,
Ste 100, Newton, KS 67114
or email to
rparsons@anchorks.com**



Medical Receptionist - Newton location

Orthopaedic and Sports Medicine office is hiring a FT receptionist to schedule and check-in patients, use multi-line phone, data entry, insurance processing and other general office functions.

Applicants must be professional, Microsoft office proficient, able to multi-task and have excellent communication skills. Previous medical office experience, HIPAA training, and use of EMR preferred.

Submit Resume to:

The Summit
Attn: Human Resources
1818 East 23rd Ave
Hutchinson, KS 67502
Email: hr@summitks.com
Fax: 620-669-2394
www.summitks.com

EOE