

ETHOS MEDICAL GROUP

Chiropractic & Longevity • Irving, TX

Now Hiring: Front Desk Coordinator

Medical Office • Full-Time

Are you a detail-oriented, people-first professional looking for more than just a job? Ethos Medical Group — a premier chiropractic and longevity practice serving Dallas-Fort Worth since 1999 — is looking for an experienced Front Desk Coordinator to join our team.

We've served over 30,000 patients and earned 456+ five-star Google reviews — and our front desk is the first face of that experience. If you're upbeat, sharp, and genuinely enjoy taking care of people, we want to meet you.

WHAT YOU'LL DO

- Greet and check patients in and out with warmth, professionalism, and efficiency
- Manage scheduling, phones, and day-to-day office flow
- Accurately enter and maintain patient data in our EMR system
- Verify insurance benefits and eligibility
- Review financial details and care plans with patients
- Provide light personal and administrative assistance to Dr. Black
- Keep the office organized, on schedule, and running smoothly — on your feet and moving all day

WHAT WE'RE LOOKING FOR

- 2+ years of front desk experience (medical, med spa, chiropractic, other self-pay office strongly preferred)
- Excellent phone and in-person communication, tone, and demeanor
- Strong attention to detail and comfort with data entry and computer systems
- A happy, energetic, can-do attitude — someone people naturally gravitate toward
- Dependable, punctual, and able to multitask without close supervision
- Comfortable standing and staying active for extended periods

SCHEDULE

Monday – Thursday, within our 7:00 AM – 6:00 PM office hours, with occasional Friday mornings.

WHY ETHOS

Featured on CBS, FOX, NBC, and USA Today, and a proud host clinic for Parker University's Clinic-Based Internship program — this is a fast-paced, mission-driven environment where your work genuinely changes people's lives.

If this sounds like you, we'd love to hear from you.