



Scheduling Coordinator

OUR HISTORY: Sampson's Prosthetic & Orthotic Laboratory, founded in 1968, is independently owned and self-funded with no venture capital or private equity.

LOCATION: We have 5 offices located in New York's scenic Capital Region, notably Saratoga and Albany with a level 1 trauma center, working closely with top rated surgeons. We are within driving distance to New York City, Boston, Montreal, and the Adirondack Park wilderness area. You will find top rated schools and universities, traveling Broadway performing arts, the infamous Saratoga Race Course and Saratoga Performing Arts Center, sporting events, restaurants and many cultural opportunities.

CULTURE: Sampson's strongly supports diversity in its workforce. Honesty and integrity for one's work, above all, is required. Transition and growth is all around us and all employees are expected to be agents of transition. We work hard, but smart. Rigidity is not permitted, but intelligence, drive and collaboration are expected. It is this culture that resulted in growth and profit-sharing during the pandemic with no layoffs and no salary cuts.

POSITION: Our thriving office is seeking a friendly, organized, and experienced Scheduling Coordinator. In this role, you will be the face of our office and have direct contact with our patients. Your primary job duties will include creating a positive and memorable customer experience, coordinating patient appointments for multiple office locations, efficient software management by updating and accurately maintaining patient charts, answering phones and much more. We are looking for a professional who understands the value of smart, compassionate service. The job is fast paced, but the ideal candidate will know when to slow down, look patients in the eye and provide personalized service.

CONTACT: Qualified candidates should send their resumes to Crystal Reed at crystalr@sampsons.com.