Company Description:

AidesForce is a Philippine-based virtual assistant agency specializing in providing dedicated, professional, and reliable support to businesses across various industries. They offer tailor-fit virtual assistance in administrative support, customer service, project coordination, and specialized tasks, empowering businesses to focus on growth while AidesForce handles the essential operational tasks.

Role: Medical intake Coordinator

We're hiring a tech-savvy, detail-oriented Medical Intake & Dispatch Coordinator! You'll be the first point of contact for our clients—coordinating communication, scheduling, and follow-ups to ensure a smooth experience from start to finish. If you're organized, responsive, and thrive in a fast-paced environment, we'd love to meet you.

Responsibilities:

- Answer incoming calls, texts, and emails via RingCentral, always using the appropriate local caller ID
- Guide clients through the booking process and immediately send personalized booking links after each call
- Schedule and confirm appointments in Nomad/EMR and Google Calendar, including follow-ups by phone or email
- Prepare end-of-day reports and update weekly availability and supplies sheets
- Research and reach out to potential partners (hotels, event venues, clubs) to schedule introductory meetings

Qualifications:

- Strong written and verbal communication skills
- Prior experience in medical or healthcare admin (intake, dispatch, or front desk roles preferred)
- Familiarity with EMR system or other healthcare software
- Available to work in US time zones (Graveyard shift in the Philippines)
- Available to start within 2 weeks from job offer

What We Offer:

- A chance to be part of a U.S.-based real estate team through AidesForce
- Long-term placement with stable clients focused on your career growth
- Competitive compensation package
- Opportunities for learning and professional development
- A supportive remote work environment tailored for Filipino professionals

Work Hours:
Full-time, U.S. business hours (Eastern or Pacific Time depending on client)