



Job Title: Scheduler
Location: Raleigh Office
Hours: Monday – Friday 9:00am – 5:30pm

Wake Radiology is currently seeking an experienced full time scheduler for our Centralized Scheduling office in Raleigh. The scheduler will be responsible for scheduling imaging exams and procedures for all Wake Radiology offices and working effectively with physician office staff and patients to ensure accurate, prompt and courteous scheduling of appointments.

Candidates must have 2 + years of scheduling experience (prior Radiology scheduling preferred); must possess excellent organizational and communication skills, including communications over the telephone with courteous and helpful customer service skills; and must be able to work independently as well effectively in a team environment.

To apply, email a resume in rich text format (RTF) or MS Word format (DOC) to Wake Radiology's Human Resources Manager at llong@wakerad.com or send a hardcopy of your resume to:

Laura Long, SPHR
Human Resources Manager
3949 Browning Place
Raleigh, NC 27609

www.wakeradiology.com