



# HIRING AN ADMINISTRATIVE ASSISTANT!

Tolsma/ Stockwell Prosthetics and Orthotics fabricates and fits patients with prosthetic and orthotic devices.

We are looking for an administrative assistant to manage the practitioners schedule, answer phones, help with initial patient paperwork and some light insurance work.

Hours: Part time with potential growth to full time. Flexible hours

Pay: Starting at \$17-\$19 an hour

Location: 384 Garden of the Gods Rd. Colorado Springs, CO



Please contact us at 719-301-8198  
for more information!

[www.tsprosthetics.com](http://www.tsprosthetics.com)

