Good Afternoon Julienne,

I am Dr. John Burke’s Medical Aesthetician at Maine Laser Skin Care located at 12 Shuman Avenue, Suite #7, Augusta, Me. 04330. We have an immediate opening for an Office/Front Desk Position. The position is full time.  If there is a candidate nearing graduation and would be available part time to work into full time we would consider this individual. Should you have any questions, please feel free to reach out to me. My cell phone is : 649-6866 and the office is 873-2158. My business email is [dgidney@mainelaserskincare.com](mailto:dgidney@mainelaserskincare.com) and our website is: [www.mainelaserskincare.com](http://www.mainelaserskincare.com) .

Thank you for posting this position at your college.

Sincerely,

Denise M. Gidney

Job Description:

Maine Laser Skin Care and Medi Spa in Augusta has an immediate opening for an Office/ Front Desk Position. The position is full-time. This position will provide exceptional customer service to patients while maintaining an organized front desk. The successful candidate will be responsible for fulfilling the myriad administrative duties and must be able to multi-task. Solid computer skills, and a knowledge of Microsoft Excel and Word a plus. Benefits: Great Discounts on Spa Services and Skin Care Products and a great place to work. Call 873-2158 for more details regarding salary and other benefits. Send resume to [mlsc@mainelaserskincare.com](mailto:mlsc@mainelaserskincare.com)

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