FULL TIME GENETIC COUNSELING ASSISTANT POSITION
Reproductive Genetic Innovations - Northbrook, IL

Reproductive Genetic Innovations (RGI) seeks to hire one full time genetic counseling assistant. Genetic counseling assistants will work closely with RGI genetic counselors to help coordinate various aspects of the Preimplantation Genetic Diagnosis (PGD) testing process. To learn more about PGD and RGI, please visit our website at www.rgipgd.com.

We are located in the northwest suburbs of Chicago with a train station in walking distance for travel to/from the city and is also accessible by highway for an easy commute.

Start date: ASAP

Responsibilities of the position include:
*Performing PGD intakes and obtaining genetic histories and reports
*Scheduling PGD consultations
*Responding to phone and email inquiries from prospective patients and healthcare professionals
*Performing pregnancy, delivery and embryo transfer follow-ups
*Updating patient charts and databases
*Coordinating dry runs with new IVF centers
*Writing insurance letters
*Representing RGI at various educational and professional conferences
*Creating and editing content for patient education and marketing materials, and website

Requirements:
* Bachelor’s degree (science background preferred)
* Knowledge of basic genetic concepts and terminology
* Proficiency in Microsoft Office (Word, Excel, Access, PowerPoint and Outlook)
* Strong organizational skills and attention to detail
* Excellent oral and written communication skills, customer relations and ability to effectively communicate with patients and healthcare professionals
* Self-motivation and ability to work both independently and in a team environment
* Skilled in prioritization, multitasking, and critical thinking/problem solving
* Curiosity, creativity, enthusiasm, and the ability to learn quickly
* Previous experience working in a healthcare or laboratory setting strongly preferred

How to Apply:
Please send a résumé and cover letter to Krissy at hr@rgipgd.com.

Krissy M
RGI