



KINGHEALTHCARE

<https://kinghealthcare.co.uk/job/clinic-co-ordinator/>

Clinic Co-ordinator

Description

Clinic Co-ordinator
Private Clinic – London
£27,000 – £32,000
Full time – Permanent

King Healthcare are currently assisting a Private Clinic in London in their search for a Clinic Co-ordinator. This role will be front of house providing excellent customer service to patients and supporting doctors with diary management.

The Role

In this post you'll be the first face a patient meets upon arriving at the Clinic. You'll be tasked with delivering 5 star customer service to VIP patients and ensuring the clinic maintains the high standards it's built its reputation on. You'll be co-ordinating patient appointments alongside management of the doctors diaries so that the clinic runs efficiently and smoothly.

This is a full time permanent position and is a Monday – Friday role with a very rare need for a Saturday. This year there has only been the requirement for 3 Saturdays total. The shifts are 8 hours between 7am – 7pm.

The Candidate

The ideal candidate for this position will either come from a private clinic environment where they can demonstrate their experience in delivering world class customer service in a healthcare setting or from a luxury retail, cabin crew or hotel setting. This client is seeking an applicant who can evidence using their initiative to enhance patient experience. You should pride yourself on going above and beyond and being 10 steps ahead of patient requirements.

Salary and Benefits

The salary on offer for this position is between £27,000 – £32,000 dependent on experience. In addition are several benefits including a private pension scheme, private healthcare, generous annual leave allowance, staff discounts and company events among others.

Contact Information

For more information, please visit the King Healthcare website and speak with Adam at King Healthcare on 02394 004 667 or 07814710206. Alternatively, please send a detailed copy of your CV to adam@kinghealthcare.co.uk

Hiring organization

King Healthcare

Employment Type

Full-time

Industry

Private Clinic

Job Location

London

Base Salary

£ 27,000 - £ 32,000