



KINGHEALTHCARE

<https://kinghealthcare.co.uk/job/front-of-house-co-ordinator/>

Front of House Co-ordinator

Description

Front of House Co-ordinator
Private Ophthalmic Clinic Harley Street District – London
Full Time | Monday – Friday
£30,000 – £35,000

We are working with a leading private ophthalmic clinic to recruit a **Front of House Co-ordinator** to join their patient-focused team. This is an excellent opportunity for someone with a background in **luxury hospitality or high-end customer service** who is looking to transition into the healthcare sector.

This role sits at the heart of the clinic, acting as the first point of contact for patients and ensuring a seamless, premium experience from arrival through to departure.

The Role

- Deliver a first-class front of house and reception experience for all patients and visitors
- Manage patient bookings, appointments, and enquiries in a professional and efficient manner
- Provide a warm, polished and personalised service in line with a high-end private clinic environment
- Co-ordinate with clinical and administrative teams to ensure smooth patient journeys
- Handle sensitive information with discretion and professionalism
- Support general administrative tasks to ensure the smooth day-to-day running of the clinic

About You

- Experience within **luxury hospitality, private healthcare, or high-end customer service environments**
- A natural people-person with exceptional communication and interpersonal skills
- Immaculate presentation and a professional, calm approach
- Highly organised with strong attention to detail
- Comfortable working in a fast-paced, patient-focused environment
- Flexible and adaptable, with a willingness to go the extra mile

Previous healthcare experience is not essential – full training will be provided.

Hours: (9:00am – 6:00pm, flexibility required)

What's on Offer

- Opportunity to join a prestigious private clinic environment
- Supportive and collaborative team culture
- Training and development within the healthcare sector

Hiring organization

King Healthcare

Employment Type

Full-time

Industry

Private Hospital/Clinic

Job Location

London

Base Salary

£ 30,000 - £ 35,000

- Competitive salary and benefits package

If you are passionate about delivering outstanding service and want to be part of a high-quality clinical environment, we would love to hear from you.