



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

Front of House Receptionist/Admin

Description

Front of House Receptionist / Admin

Harley Street Clinic

£30,000 – £32,000

Monday to Friday, Full time – Permanent

King Healthcare are currently assisting a Private Clinic in London in their search for a Front of House Receptionist and Administrator. This role will be Front Of House providing excellent customer service to patients and supporting doctors with diary management. Ideally the applicant will come from a healthcare background in a hospital or clinic setting.

The Role

In this post you'll be meeting and greeting patients when they arrive at the Clinic. You'll be tasked with delivering a high standard of customer service to VIP patients and ensuring the clinic maintains the high standards that it has 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. You will also ensure the clinic is tidy and fully stocked to ensure smooth running day to day. You will need to be proactive and think ahead. There could also be emergency situations / patients that require treatment urgently, so working well under pressure is essential.

This is a full time permanent position and is a Monday – Friday role. There might be an occasional Saturday clinic.

The Candidate

The ideal candidate for this position will come from a private healthcare environment where they can demonstrate their experience in delivering world class customer service in a healthcare 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 £30,000 – £32,000 dependent on experience. In addition are several benefits including a private pension scheme, private healthcare, generous annual leave allowance and company events among others.

Contact Information

For more information, please visit the King Healthcare website and speak with Becky at King Healthcare on 07912074756. 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

£ 30,000 - £ 32,000