

## Medical Receptionist

[Apply Now](#)

Company: IDA Recruitment Ltd

Location: Holborn

Category: management

An exciting opportunity to work for a renowned Private Medical Clinic on Harley Street (Oxford Street tube station) has become available. The role is either full time (Monday - Friday, 9am-6pm) or part time (3 days: Wednesday - Friday, 9am - 6pm). The private clinic specialises in reversing blindness, and we are looking for a tactful and a confident Front of House. The Medical Receptionist role pays £30 - £35k depending on experience, which for a part time role for 3 days/week works out £18k- £21k.

### Private Medical Receptionist

As a key member of the Front of House Administration team, you will be responsible for providing a professional and patient focused service to the referring consultants and their patients attending the reception, registration and cashiering areas.

### Private Medical Receptionist responsibilities

- Liaising with patients over the phone and via email to book appointments
- Managing up to 3 clinic diaries, taking payments, advising on treatment plans, and dealing with any issues that arise.
- To ensure the highest levels of service excellence are delivered to patients, staff, and visitors of

the clinic.

- To follow departmental processes and procedures to ensure that the best services are delivered to the patients.
- The Medical Receptionist will also be required to take on administrative duties such as ordering office supplies, stock taking, and scheduling building maintenance appointments as and when they are needed.

The Medical Receptionist is a perfect opportunity for somebody with a previous private medical background.

#### Skills & Experience

- Previous experience as a receptionist in a similar role, preferably in a private medical clinic

Excellent communicator who is adaptable and has good attention to detail and problem-solving skills.

[Apply Now](#)

#### Cross References and Citations:

1. [Medical Receptionist Canadajobscareer Jobs Holborn Canadajobscareer ↗](#)
2. [Medical Receptionist Tollywoodjobs Jobs Holborn Tollywoodjobs ↗](#)
3. [Medical Receptionist Expertini Jobs Holborn Expertini ↗](#)
4. [Medical Receptionist Botanyjobs Jobs Holborn Botanyjobs ↗](#)
5. [Medical Receptionist Supplychainjobs Jobs Holborn Supplychainjobs ↗](#)
6. [Medical Receptionist Softwaregiantcareers Jobs Holborn Softwaregiantcareers ↗](#)
7. [Medical Receptionist Copenhagenjobs Jobs Holborn Copenhagenjobs ↗](#)
8. [Medical Receptionist Managerjobsnearme Jobs Holborn Managerjobsnearme ↗](#)

9. **Medical Receptionist** [Francejobs](#) [Jobs Holborn](#) [Francejobs](#) ↗
10. **Medical Receptionist** [Turkeyjobs](#) [Jobs Holborn](#) [Turkeyjobs](#) ↗
11. **Medical Receptionist** [Professionalnetworkjobs](#) [Jobs Holborn](#) [Professionalnetworkjobs](#) ↗
12. **Medical Receptionist** [Schoolcounselorjobs](#) [Jobs Holborn](#) [Schoolcounselorjobs](#) ↗
13. **Medical Receptionist** [Latinamericajobscentral](#) [Jobs Holborn](#) [Latinamericajobscentral](#)
14. **Medical Receptionist** [Craftsjobs](#) [Jobs Holborn](#) [Craftsjobs](#) ↗
15. **Medical Receptionist** [Cosmeticsjobs](#) [Jobs Holborn](#) [Cosmeticsjobs](#) ↗
16. **Medical Receptionist** [Asiajobs](#) [careers](#) [Jobs Holborn](#) [Asiajobs](#) [careers](#) ↗
17. **Medical Receptionist** [Finlandjobs](#) [Jobs Holborn](#) [Finlandjobs](#) ↗
18. **Medical Receptionist** [Colombiajobs](#) [Jobs Holborn](#) [Colombiajobs](#) ↗
19. **Medical receptionist** [Jobs Holborn](#) ↗
20. **AMP Version of Medical receptionist** ↗
21. **Medical receptionist Holborn** [Jobs](#) ↗
22. **Medical receptionist** [JobsHolborn](#) ↗
23. **Medical receptionist** [Job Search](#) ↗
24. **Medical receptionist** [Search](#) ↗
25. **Medical receptionist** [Find Jobs](#) ↗

Source: <https://uk.expertini.com/jobs/job/medical-receptionist-holborn-ida-recruitment-ltd-221473739/>

Generated on: 2024-05-02 by [Expertini.Com](#)