United Kingdom Jobs Expertini®

Medical Receptionist

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Company: Adecco

Location: London

Category: office-and-administrative-support

We are looking for an experienced and professional Medical Receptionist to join our client's team in Fitzrovia!

Job title: Medical Receptionist

Start date: ASAP

DurationTemp ongoing

Working schedule: 10am-6pm, Monday to Friday-flexibility required around physicians

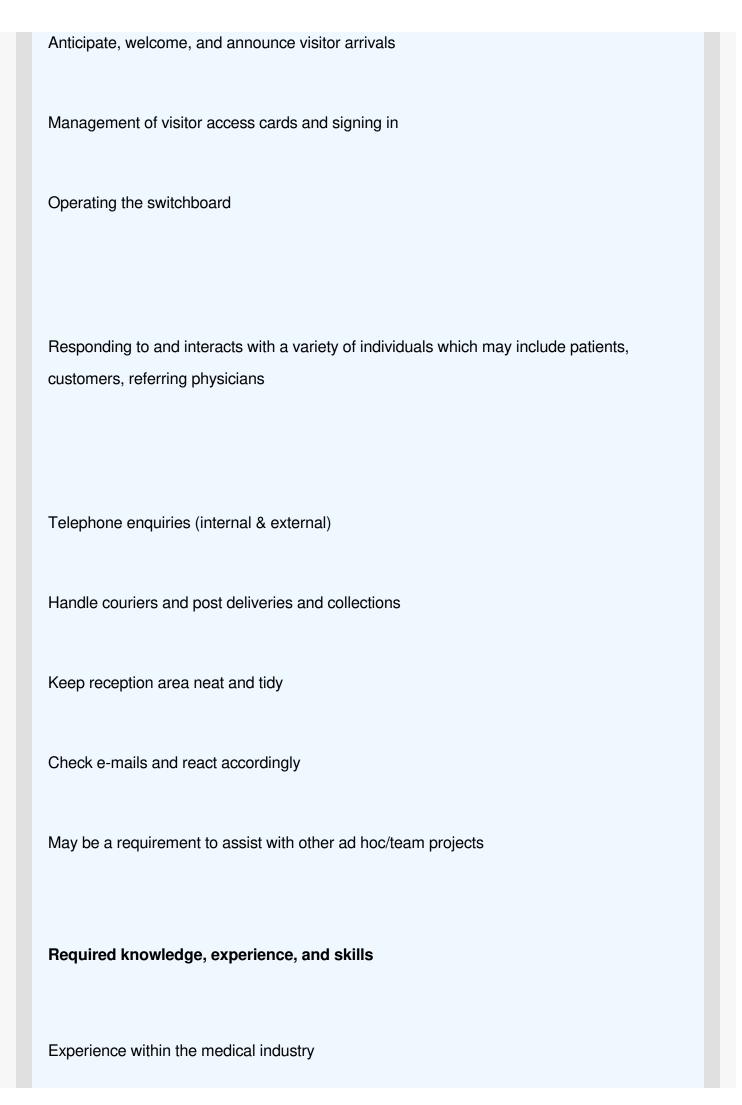
Location: Fitzrovia

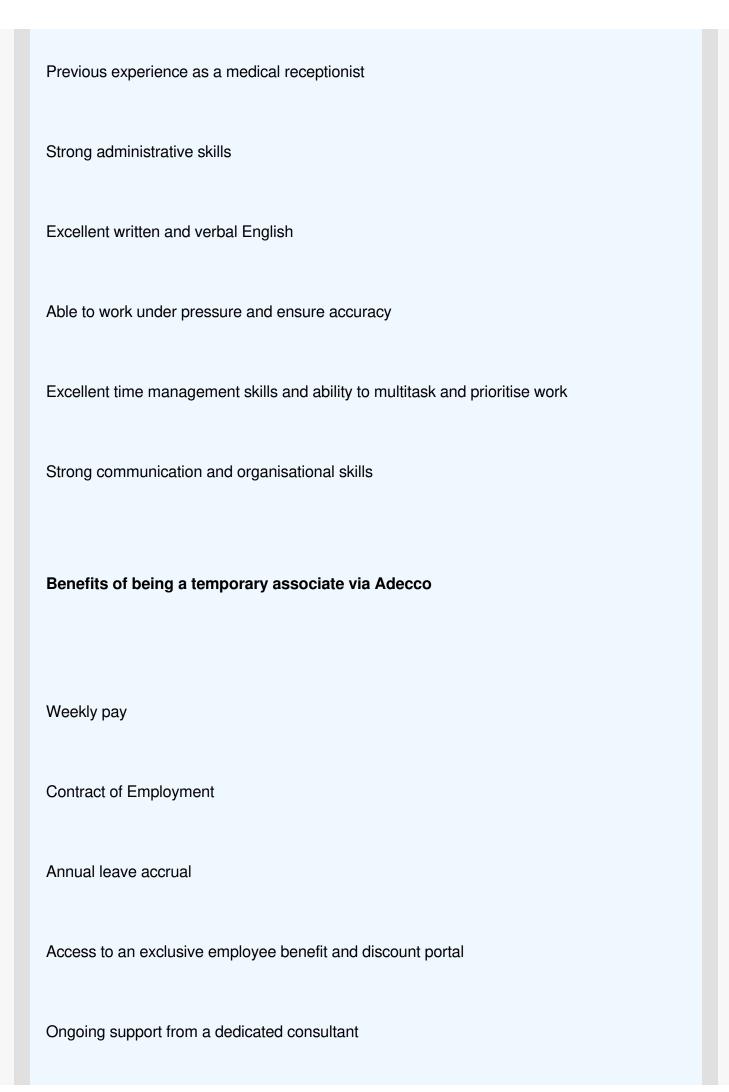
Pay:£15-16phr

We are looking for a friendly Receptionist to join our client. Your role as Receptionist is to provide exceptional front of house and reception services to all patients and physicians calling or visiting the clinic. Your main duties will include, but not be subject to:

Provide front of house and reception services for the office

Managing and responding to the customer's requirements and requests to ensure a high level of customer support





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