

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

Anticipate, welcome, and announce visitor arrivals

Management of visitor access cards and signing in

Operating the switchboard

Responding to and interacts with a variety of individuals which may include patients, customers, referring physicians

Telephone enquiries (internal & external)

Handle couriers and post deliveries and collections

Keep reception area neat and tidy

Check e-mails and react accordingly

May be a requirement to assist with other ad hoc/team projects

Required knowledge, experience, and skills

Experience within the medical industry

Previous experience as a medical receptionist

Strong administrative skills

Excellent written and verbal English

Able to work under pressure and ensure accuracy

Excellent time management skills and ability to multitask and prioritise work

Strong communication and organisational skills

Benefits of being a temporary associate via Adecco

Weekly pay

Contract of Employment

Annual leave accrual

Access to an exclusive employee benefit and discount portal

Ongoing support from a dedicated consultant

Adecco acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. The Adecco Group UK & Ireland is an Equal Opportunities Employer.

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