

Receptionist

[Apply Now](#)

Company: One Healthcare Partners Limited

Location: Hatfield

Category: office-and-administrative-support

Receptionist

One Healthcare, a Private Hospital Group, based in Hatfield, Herts, is looking for a confident, enthusiastic Receptionist with strong communication skills.

Reporting to the Front of House Manager, the successful applicant will provide an efficient, courteous, welcoming service to accommodate the needs of all patients and visitors to the hospital.

The role will involve:

greeting all patients and visitors; using the computer system to confirm and amend patients registration details; admissions, discharges, charging and processing of patient payments; covering the hospital switchboard and supporting the admin team when required; work collaboratively with other departments to deliver an outstanding service.

Hours: 37.5 per week, Monday to Saturday.

Shifts : will range from 06:00 to 21:00 on a rotational basis.

You will learn both the receptionists role and the switchboard role as a key member of the Front of House team.

Receptionist

Qualifications

Minimum GCSE education or equivalent

Experience

Proven ability to work effectively in a team environment.

Two years relevant experience within a customer facing role preferably within a private hospital.

Skills

Demonstrable customer service skills and patient awareness

Excellent interpersonal and communication skills

Flexible attitude and approach to the role

Sound computer skills

To be tactful, diplomatic and remain calm under pressure

Ability to work as a team member and at a fast pace

Desirables

Previous private healthcare experience

Previous reception/switchboard experience

Receptionist

About the Hospital

One Hatfield Hospital is Hertfordshire's newest private hospital and has the very latest technology ensuring that our operating theatres provide patients and employees with the very best environment to keep them safe and free from infection.

Our private hospital is home to the latest theatres, luxury en-suite bedrooms, specialist rehabilitation Physiotherapy and outpatient diagnostic facilities including fast-track access to X-ray, CT, MRI and ultrasound.

One Hatfield is ideally located for candidates around the Hatfield, St Albans, Stevenage, Watford, North London, Essex and throughout Hertfordshire and Bedfordshire.

Receptionist

Our Process

At One Hatfield Hospital we are committed to building a diverse and inclusive working environment. We strive to create a workforce that reflects the communities we serve and we are proud to be an equal opportunities employer.

Any offers of employment made by One Hatfield Hospital will be subject to proof of eligibility to work in the UK and receipt of a satisfactory DBS Certificate from the Disclosure & Barring Service.

One Hatfield Hospital reserves the right to remove job adverts before the closing date.

[Apply Now](#)

Cross References and Citations:

1. Receptionist [Jobs Hatfield Jobs Hatfield](#)
2. Receptionist [Londonjobscareer Jobs Hatfield Londonjobscareer](#)
3. Receptionist [Tutorjobs Jobs Hatfield Tutorjobs](#)
4. Receptionist [Locumjobs Jobs Hatfield Locumjobs](#)
5. Receptionist [Carejobs Jobs Hatfield Carejobs](#)
6. Receptionist [Orthopedicjobs Jobs Hatfield Orthopedicjobs](#)
7. Receptionist [Luxuryjobs Jobs Hatfield Luxuryjobs](#)
8. Receptionist [Psychiatristjobsnearme Jobs Hatfield Psychiatristjobsnearme](#)
9. Receptionist [Netherlandsjobs Jobs Hatfield Netherlandsjobs](#)
10. Receptionist [Losangelesjobs Jobs Hatfield Losangelesjobs](#)
11. Receptionist [Delhijobs Jobs Hatfield Delhijobs](#)
12. Receptionist [Adminjobs Jobs Hatfield Adminjobs](#)
13. Receptionist [Ridesharingindustryjobs Jobs Hatfield Ridesharingindustryjobs](#)
14. Receptionist [Belgiumjobs Jobs Hatfield Belgiumjobs](#)
15. Receptionist [Searchamericanjobs Jobs Hatfield Searchamericanjobs](#)
16. Receptionist [Searchenginejoblistings Jobs Hatfield Searchenginejoblistings](#)
17. Receptionist [Romejobs Jobs Hatfield Romejobs](#)
18. Receptionist [Softwareengineeringjobs Jobs Hatfield Softwareengineeringjobs](#)
19. Receptionist [Jobs Hatfield](#)
20. AMP Version of Receptionist [Jobs Hatfield](#)
21. Receptionist [Hatfield Jobs](#)
22. Receptionist [Jobs Hatfield](#)

23. Receptionist Job Search ↗

24. Receptionist Search ↗

25. Receptionist Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/receptionist-hatfield-one-healthcare-partn-69e984a8f2/>

Generated on: 2024-05-02 by Expertini.Com