

Receptionist

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Company: One Healthcare Partners Limited

Location: Hatfield

Category: other-general

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.

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