

Results Executive

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Company: Office Angels

Location: London

Category: management

Results Executive/Administrator

Location: Canada Water - 1 day working from home after probation

Working hours - 9am -5.30pm

Are you a detail-oriented professional who thrives in a fast-paced environment? Our client, a leading healthcare organisation, is seeking a Results Executive/Administrator to join their dynamic team. You will play a crucial role in supporting the delivery of accurate and timely results for healthcare related procedures.

Key Responsibilities:

Checking post received from regional clinics and on-site assessments.

Log attended and missed appointments, personal information

Produce, issue, and reissue reports, results, and certificates

Upload results to external databases and client results portals, a

Record and maintain customer data accurately

Investigate and resolve customer queries and complaints efficiently.

Collaborate with internal departments

Correspond with customers

Providing timely updates on delayed or pending results

Any other duties as and when required

Requirements:

Excellent attention to detail and organisational skills.

Strong communication skills, both written and verbal.

Ability to work under pressure and prioritise tasks effectively.

Proficient computer skills, including experience with databases and software packages

Previous administration experience

In return for your hard work and dedication, our client offers a range of attractive perks, including hybrid working, private health, and even your birthday off. The office is conveniently located just a 5-minute walk from Canada Water train station, making your commute a breeze

If you are proactive, detail-oriented, and passionate about delivering accurate results to ensure customer satisfaction, we want to hear from you!

Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

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