

# Medical Receptionist

## Full-Time and a Part-Time receptionist - 2 Posts

£8.00 - £8.50 per hour

We are a private medical imaging centre, specialising in treating patients with bone and joint pain. We are currently looking for a Full-Time and a Part-Time receptionist to join our enthusiastic and expert clinical team.

We are based in Sutton, a prestigious location in South West London and near the border of Surrey.

As a receptionist, you will be required to work as part of our imaging team. Our mission is to provide an exceptional service for patients, as the premier provider for medical imaging in London and Surrey. Most importantly you will be meeting and greeting patients to our practice, and overseeing the secretarial and administrative services as part of the overall procedures and in line with our practice policies.

Applicants should meet the following criteria:

- \* Excellent customer service skills
- \* Experience of dealing with customers face to face, and over the phone
- \* Very organised with an ability to multi task
- \* Ability to work in a fast paced environment
- \* Good administration skills with an ability to use various in-house systems at the same time
- \* Ideally, previous reception experience in a healthcare environment

The ideal candidate will be flexible and have a track record of providing front line medical receptionist or administrative duties to a very high standard.

Send us your CV along with a covering letter and we will contact you for an interview. All applicants must be eligible to work in the UK, will be required to complete a Disclosure and Barring Service (DBS) check.

Due to the large volume of applications received we cannot confirm receipt of applications, or provide updates on the status of applications.

Only those who are selected for an interview will be contacted