IQTRA MEDICINA AVANZADA is a private clinic in Madrid, looking to fill an immediate need of a new Receptionist.

IQTRA provides a range of medical services, including skilled nursing care, post-acute medical, rehabilitation therapy, podiatry, and other medical specialties. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of patients and families, and providing the full range of administrative support to the patients, staff and doctors. This position requires tact, sensitivity, and professionalism due to the constant interaction with patients and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team.

POSITION LEVEL: Receptionist (or Admission Administrative)

POSITION TYPE: Temporary (Afternoon-evening session, 30 hours/week)

SALARY: 12,000€ / year

EDUCATIONAL REQUIREMENTS

High School diploma or equivalent.
Desired, Diploma in International Secretariat.

JOB SUMMARY:

The Receptionist may be responsible for any of the following: Patients registration, customer service, insurance verification, financial and activity control, scheduling and medical appointments control, cashier or reception and must demonstrate proficiency within 6 months of hire. Team member may be required to rotate shift temporarily. Team member will perform other duties as assigned.

EXPERIENCE
Desired administrative experience

**REQUIRED SPECIFIC SKILLS**

- Spanish as a native language. Fluent in English.
- Heavy call volume experience. Exceptional phone etiquette
- Highly organized and work independently
- Team working skills. Excellent interpersonal skills
- Organizational and flexibility skills
- Ability to multitask
- Excellent communication skills (written and verbal)
- Strong attention to detail
- Ability to train others in system usage
- Proficient knowledge of MS Office Suite, including Word, Excel and Outlook

**DESIRED SKILLS**

- Exceptional customer service skills
- Previous experience in a private Health Care setting
- Professional knowledge of social networks use

If you are interested, please contact; rosajareno@iqtra.com

Rosa Jareno

IQtra Medicina Avanzada
C/ Jarama 15
28002 Madrid
T: 91 510 44 00
info@iqtra.com