



## Island Employment Partners Ltd.

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Submit a detailed  
resume or schedule  
a confidential  
meeting:

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## Medical Office Receptionist

On behalf of our client, a leading Bermuda healthcare provider, we are recruiting for an experienced Receptionist to join their growing team. Their Practices are based in Hamilton City Centre and offer state of the art medical facilities coupled with a first class Patient experience.

### **Responsibilities will include but not be limited to:**

- Meeting and greeting of scheduled patients and 'walk-ins'
- Professional call handling, ensuring accurate message taking and providing a warm welcome to all enquiries
- Scheduling of appointments coordinating calendars of two Physicians, a Nurse and Laboratory staff – ensuring efficiency and accuracy at all times
- Collection and input of patient documentation, maintaining up to date records to ensure a smooth patient experience
- Processing of patient payments and balancing of cash/register daily
- Providing additional administrative support to the business as needed (including scanning, photocopying, emailing, etc.)

### **The preferred candidate will have:**

- Bachelor's Degree in a medical or business related field
- 3+ years' practical experience gained within a busy medical environment, ideally as a 'front of house' representative
- Proven communication skills together with an excellent command of the English language
- The ability to meet deadlines and work effectively under pressure
- Success at multi-tasking and planning, able to adapt quickly within sensitive situations
- Flexibility – Hours of work will be 45 per week with a start time of 7:45am
- Dedication, able to compliment a team environment and always put the customer/patient first

This is an amazing opportunity to join a market leader undergoing growth and expansion – if you are interested in entering the medical field and perhaps don't have all of the preferred experience, please reach out as our client is open to considering un-qualified candidates.

**Closing Date: Friday July 24, 2015**