

Clinic Executive Secretary – Receptionist

Description

Responsible for supporting high-level medical clinic client and management or entire departments.

Provides administrative support and performs numerous duties, including scheduling, writing correspondence, emailing, handling visitors, routing callers, and answering questions and requests.

Essential Functions:

1. Provide administrative and clerical support to the clinic departments or individuals.
2. Schedule meetings and alert manager about cancelations or new meetings.
3. Handle information requests and prepare correspondence and stuff mail into envelopes.
4. Arrange for outgoing mail and packages to be picked up.
5. Prepare statistical reports, manage spreadsheets.
6. Greet and receive patients/visitor and prepare confidential and sensitive documents.
7. Coordinates office management activities and operate office equipment.
8. Prepare agenda for visit meetings and determine top priority and handle accordingly.
9. Receive and relay telephone messages and takes and transcribes dictation.
10. Maintain office procedures, prepare office budget and Plans events and activities..
11. Coordinate travel arrangements with Director of Marketing including itineraries and maintains travel vouchers and records.
12. Direct the general public to the appropriate staff member.
13. Maintain hard copy and electronic filing system.

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

⇒ Be honest and trustworthy ➔ Be respectful ➔ Be flexible ➔ demonstrate work ethics.

Skills (Basic Qualifications), the incumbent must demonstrate the following skills:

1. English Telephone communications skills
2. Bookkeeping skills and Analytical and problem solving skills
3. Stress management skills, Time management skills
4. Decision making skills with Effective verbal and listening communications skills
5. Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs at a highly proficient level.

Location: Pfütznner Science & Health Institute, 5th district -Cairo-Egypt.

Scheduled Hours: Full time- 40 hours per week

Working Hours: Start: 8:00 AM Working Hours End: 5:00

PM Salary: 3,000 to 6,000 EGP/Month

Job Type: Support Staff - Full-Time

Job Eligible for Benefits: With first review after 6 months.

How to apply

Send your updated resume at info@pfitzner.org