

Position Available:	Front Desk Coordinator
Company / Salon / Spa / Hotel:	Phaedra Aesthetics
Company Website Address:	N/A
Location (Town / Province) :	Vredehoek, Cape Town
Starting date:	ASAP
Job Description (Shortened version):	A very busy medical aesthetics practice in Vredehoek, CT needs an experienced receptionist with a minimum of 3 years experience.at an aesthetics clinic Professional administrative and secretarial services to the medical specialist ● Responsible for front and back office duties ● Professional interaction with patients, visitors, other healthcare professionals, hospital staff and other institutions ● Participate in marketing of the practice and treatments offered ● Answer emails, phone calls, social media queries ● Liaison closely with doctors, clients, staff ● Manage billing - invoicing, receipting, following up on outstanding accounts ● Follow POPI act when interacting with patients and practice management ● Stock management Salary Basic depends on experience Send CV brandphaedra@gmail.com
Qualifications Required:	
Experience Required:	Min 3 years
Salary:	Dependent on experience
Closing date for application:	
Contact person (Name and Surname):	Phaedra du Plessis
Contact Number:	082 824 7077
Contact Email address:	brandphaedra@gmail.com

Disclaimer: Isa Carstens Academy is not responsible for any recruitment on behalf of the Company advertising the position or for the applicant applying for the advertised position. Isa Carstens Academy is only advertising the position on behalf of the Company that has the position available and to deliver a service free of charge to our graduated students. Isa Carstens Academy is not included in any interviews, negotiations, or job descriptions regarding positions advertised.

- Please TYPE in all required information