

Central Administrator.

Main job duties:

- Be the first point of contact for clients of the national network of Occupational Health (OH) Physicians with Cognate Health Ltd.
- Responsible for appointments set up and follow up as needed for network OH clinics
- Provide administrative support to the national network of OH Physicians in terms of appointments and reports
- Compile and maintain a complete database of clients for the national medical network
- Make the necessary documents available to patients upon their visit to the OH Physician
- Always maintain and update relevant databases to track appointments and follow up as needed
- Compile reports within agreed turnaround time for each clinic for Cognate Health Ltd. network activity and follow up on reports as necessary
- Compile reports on client company activity as agreed with the individual client company
- Work with our OH Partners externally to ensure we are meeting clients' needs, providing information as necessary
- Check and respond to all e-mails within agreed timeframe
- Provide administrative support to Cognate Health Ltd's clinical staff
- Manage reception area when necessary
- Answer phone calls and close out queries/questions/actions as efficiently and effectively as possible
- Photocopy/scan and file appropriate documents as needed, keeping up to date at all times

Skills and Qualifications:

At least 3 years in a similar role
Previous experience of working in a medical background desirable
Proven organisational skills
Flexibility
Ability to work without supervision
Ability to multitask
Excellent time management skills
Exceptional communication and customer service skills
Technical skills, including proficiency with Microsoft office programmes.

Applications can be made to: jobs@cognatehealth.ie