

Receptionist / Front of House

This is the ideal opportunity to join a multi award winning Aesthetics Clinic and learn directly from one of the leading figures in the Aesthetics industry.

We are looking for ambitious individuals who are eager to learn, like a challenge and are interested in extending their knowledge of medical aesthetics. Extensive ongoing training is available for the right candidate.

We offer a broad range of treatments from medical grade facials such as the Fire & Ice and HydraFacial, VISIA digital skin imaging, cosmetic injectables and cosmeceuticals through to lasers, microneedling, skin tightening and body contouring with SculpSure.

Since opening in May 2015, the clinic has been awarded:

- ***“Best New Practice, South England and Wales”*** at the MyFaceMyBody Awards 2016/2017
- ***“Reception Team of the Year, UK & Ireland”*** at the Aesthetics Awards 2016/2017
- ***“Best New Practice, UK & Ireland, highly commended”*** at the Aesthetics Awards 2015/2016

Main responsibilities:

- Ensure patient safety and comfort with a smooth flow of patient care
- Meet and greet patients
- Assist patients with appointment booking
- Manage inbound and outbound calls, ensuring the highest standards of courtesy and professionalism
- Maintain a high level of customer service, treatment quality and treatment education.
- Responsible for documenting accurate and timely treatment notes.
- Responsible for price quoting, providing consent forms, pre and post procedure protocol, discussing treatments and skincare in detail
- Responsible for looking ahead at schedule, anticipating requirements and alerting management of any issues pertaining to consumables, supplies and related matters
- Working closely with the Medical Director to provide appropriate aesthetic services.

Essential skills:

- Minimum of 2 years experience in a reception role
- Work Experience - Practical: 3 - 5 Years +
- Computer literate with knowledge of Microsoft Office
- Well presented

- Experience working in an aesthetic clinic, 5 star spa environment or dental practice

About you:

- A confident, smart, friendly and professional personality with strong communication skills
- Have excellent interpersonal and presentation skills
- Be able to work flexible hours including evenings and weekends
- Interested in Aesthetics
- Looking to further develop your career
- Able to operate efficiently in a busy clinic environment
- Strong team player with a positive attitude

We offer:

- Competitive salary including commission
- 28 days paid holiday per annum (inclusive of bank holidays)
- Extensive training and development opportunities
- Discounted products and free aesthetic treatments

This is a rare and exciting opportunity, which comes with the benefit of gaining invaluable knowledge and transferable skills. You will be required to be confident and use your initiative, as you will be working unsupervised for some of the time.

An excellent salary and bonus scheme will be offered to the right candidate.

To apply, please send a CV and covering letter to: info@sthetics.co.uk