



ClearSkin.ie
Medical Skin Clinic

JOB DESCRIPTION

We are an award winning skin and laser clinic based in Sandyford, Dublin. We pride ourselves in offering clients the best medical grade treatments using the state of art equipment to deliver a first class service. We are currently accepting applications for the position of part time Front of House Receptionist (to include Saturdays). This is an exciting opportunity for the right candidate with customer service experience to join our team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Opening and closing of the clinic.
- Meeting and greeting clients daily providing them with full information on services and products we offer.
- Managing the customer data system ensuring all records are accurate.
- Providing excellent customer care to all clients.
- Supporting the team and assisting with diary management, appointments and queries via phone, email and social media.
- Dealing with payments and financial transactions.
- Following all health, safety and hygiene regulations and ensuring the area is clean and tidy at all times.
- Promoting all services and specialist brands within the company.
- Assisting with other duties if and when required.

SKILLS AND KNOWLEDGE

- Previous customer service experience is a must.
- Must be trustworthy, responsible, energetic, committed and enthusiastic.
- Strong communication skills with the customers and workforce.
- Highly organised, detail oriented; ability to work quickly and multi-task in busy environment.
- Self-motivated, hard-working team player.
- Should have good problem-solving skills and excellent attention to details.
- Working knowledge of Phorest is a distinct advantage.
- Fluent English
- Computer literate

Flexibility in working hours is a bonus.

Must be available to work Saturdays

Please email your CV to admin@clearskin.ie