

Medical receptionist

We are seeking a friendly, organized, and detail-oriented individual to join our team as an Outpatient Department Receptionist. The ideal candidate will provide exceptional customer service, answer and direct phone calls, welcome visitors and patients, and assist with a variety of administrative tasks to ensure the smooth operation of our Outpatient Department. This role also includes coordinating patient appointments, maintaining accurate documentation, and supporting visiting specialists and physicians.

Responsibilities include:

- Greet patients and visitors with a welcoming smile, ensuring a professional and warm demeanor;
- Answer and transfer phone calls, take messages, and provide basic information;
- Schedule and confirm patient appointments;
- Assist with patient registration and ensure accurate documentation.
- Handle cash transactions, issue receipts, and reconcile payments;
- Support doctors and visiting specialists by preparing patient lists and organizing necessary paperwork.

Your profile

- High school diploma required. Relevant work experience of at least 2 years;
- Strong communication and organizational skills;
- Basic computer skills (MS Office, Promedico);
- Strong background in customer service is essential for this role;

About St. Eustatius Health Care Foundation

The St. Eustatius Health Care Foundation (SEHCF) manages the island's premier and only medical facility. Our dedicated team of 65 professionals includes nurses, doctors, supporting administrative staff, a midwife, a physiotherapist, a gynecologist, and specialized Practice Nurses for chronic care, ensuring comprehensive primary care services for our community.

At SEHCF, our commitment to excellence is reflected in our diverse range of healthcare services. From outpatient services featuring general practitioner care and visiting specialists to community (home) care, emergency response, inpatient care, physiotherapy, and advanced diagnostic services in our laboratory and X-Ray departments. In short, we deliver primary care+. We work hard every day to be a good primary care + medical center, continually enhancing the quality of care for the local population.

We work closely with various stakeholders in our daily operations. For elective specialist care and emergency referrals we maintain strong partnerships with medical centers in St. Maarten and hospitals in Bonaire and Curaçao. Additionally, we work closely with key stakeholders, including the Ministry of Health, Welfare, and Sport and local public health organizations like GGD and GGZ.

What we offer

- **Full-time position:** 40 hours per week, with a one-year contract and the possibility of extension based on performance;
- **Compensation:** Starting monthly gross salary between USD 1,995.00 and 2,219.00 (based on full-time employment), depending on experience.
- **Competitive benefits package:** In accordance with our Collective Labor Agreement
- **Pension and health coverage:** Participation in the Dutch Caribbean Pension Plan and Zorgverzekering BES health insurance plan.

Interested?

We invite you to submit your CV/resume with cover letter, copies of diploma and/or certificates and two references to: St. Eustatius Health Care Foundation, attn. Mr. Philip van Woerkom, Chairman of the Board of Directors, via email hr@sehcf.org. Mr. Philip van Woerkom can also be contacted for questions via tell: +599 319-7279.

Closing date: November 1, 2024



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