

Clinical Liaison Administrator

General & Medical are a well-established company who specialise in Health Insurance, now keen to bring in another Administrator into our team. Essential skills include Microsoft Office and you will need to demonstrate excellent written/verbal communication skills and organisational ability to manage your workload and get things done.

Responsibilities for this position:

jobs@generalandmedical.com

- Support the Clinical Liaison service and Client Relations team in their work activities as required for the provision of a quality service.
- Maintaining the internal Clinician database and accurately recording all events, details and actions on our workplace systems.
- Verification of invoice accuracy in accordance with existing business agreements.
- Engage with customers effectively through both telephone and written communications as part of the Hospital Liaison Service
- Managing your own workflow in a timely manner
- Having an understanding of how the functions of the role interlink and benefit that of others.

By:

- Responding to and taking action with requests accurately and within a given timeframe.
- Demonstrating excellent customer service capability and an eye for detail.
- Effective application of data protection measures throughout the role.
- Undertake Financial Conduct Authority (FCA) Training as required and keep yourself up to date with any relevant regulation changes.
- Ensure that you work in accordance with set procedures and in such a way that it shows a full history of events, which are specific and evidenced.
- Undertake Data Protection training as required.
- Enter actively into supervision, staff development and appraisals.
- Work flexibly as part of a team to meet the needs in provision of services provided by the company. Value each team member's contribution and help colleagues to the best of their abilities.

The Clinical Liaison Administrator is responsible for assisting the Healthcare Contracts Manager.

What You Can Expect From Us

- Attractive Full Time Salary
- Regular Monday to Friday hours – no evenings or weekend periods
- Access to Pension Scheme
- Sick Pay Scheme and Attendance Bonus
- Great Annual Leave Benefit including additional family days
- Free Worldwide Multi Trip Travel Cover and discounted rate for family members
- Cash benefits linked to Personal Accident, Life Cover and Critical Illness
- Monthly Employee Rewards Scheme
- Commitment to Employee Learning and Development
- Access to Wellbeing Services and Discount Scheme

- Free tea, coffee and fresh fruit
- Friendly working environment in Peterborough – convenient location close to the A1

COVID-19 precautions are in place, including screens, social distancing, sanitisation and no sharing.

Our greatest strength is our people – professional, driven yet grounded and fun to work with. If our culture sounds like a good fit for you and you want to be part of our exciting journey then please send a copy of your CV to jobs@generalandmedical.com