

Clinic Administrative Supervisor Jobs In Dubai UAE 2023 | Cassia

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We are seeking a highly organized and motivated Clinic Administrative Supervisor to join our client's team in Dubai. The successful candidate will be responsible for overseeing daily operations at the clinic, ensuring smooth and efficient processes, and providing support to patients, staff, and physicians.

Responsibilities:

- Oversee the daily operations of the clinic and ensure the smooth running of all activities
- Supervise the administrative and support staff, providing guidance and training as needed
- Manage patient scheduling, appointments, and follow-ups
- Handle patient inquiries and complaints in a professional manner
- Ensure the accuracy and completeness of patient records and medical charts
- Monitor and maintain inventory levels of medical supplies and equipment
- Collaborate with physicians and other health care providers to provide exceptional patient care
- Ensure compliance with all relevant regulations, laws, and standards

Requirements:

- Bachelor's degree in Business Administration or a related field
- 3+ years of experience in a similar role in a health care setting

Strong leadership and supervisory skills

Excellent organizational and time management skills

Ability to communicate effectively with patients, staff, and health care providers

Knowledge of medical office procedures and electronic medical records systems

Familiarity with Dubai health care re

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