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Customer Care Supervisor Jobs in Dubai UAE 2023 | NMC Healthcare

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Description:Care Supervisor Required Develop optimal relationships and provide customer care service for all assigned tasks Daily feedback given to Manager: /

Job Responsibilities:Indulge in Customer care activities outside the reception.

Ensure that telephone discipline is maintained by staffs at all times.

Lead by example in all aspects especially grooming & etiquettes

Monitoring shifts and daily attendance of Doctors & Receptionists

Responsibility as a fire facilitator

Responsible for preparing & monitoring the Customer Care KPIsJob Requirements:Preferably a college graduate in any discipline.

Minimum 3-year experience as a receptionist in a patient focused environment and operation of multi-line switchboard system.

Proficient technology application skills; Basic MS Office (Word, Excel, & Power point) MS Outlook & Internet explorer skills.

Must have an exceptional interpersonal skill, maturity, good judgment and be capable of communicating in a professional manner with diverse range of individuals; superior phone etiquette skills.#J-18808-Ljbffr

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