



Job Title: RHS – Radiology Operation Administrator

Remedy Healthcare Solutions is one of the UK's fastest growing insourced and outsourced healthcare providers for the NHS. We specialise in the provision of care across a range of Medical and Surgical specialties delivering comprehensive services designed to reduce NHS waiting times.

Due to our outstanding success rate an exciting opportunity has arisen within our Teleradiology division for an Radiology Operation Administrator. The role will be to support and help with:

- Input and transfer of important and specialist data via our software for our Clients.
- Tracking and logging requests to ensure inbound information and reports are actioned in a swift and robust matter.
- Liaising with Colleagues, Managers and Head of operations should any Client issues occur.
- Attending to administration of urgent reporting requests within the agreed turnaround times / Service Level Agreements.
- Client engagement and user training, travelling across the nation to support and train IT/ PACS Managers use of our IT system.

Requirements of the Radiology Operation Administrator:

- Experience working in a Healthcare environment would be preferred but not essential
- Experience in using Web applications and strong IT skills
- Excellent organisation and analytical skills
- Polished and well-spoken individual
- Problem solver
- Team player

Package/Benefits:

- Competitive salary (negotiable)
- Pension Scheme
- Ongoing support
- Job Type: Full-time

The role is based in London and subject to working various shifts with a minimum of 40 hours per week. This may include Saturday and / or Sunday evenings and night shifts.

To register your interest for the Radiology Operation Administrator, please send a copy of your CV to the below email or get in touch with us via 0208 017 8389.