



CUSTOMER ADMINISTRATOR In Barcelona

Telemedicine Clinic (TMC) is Europe's leading teleradiology provider. TMC pioneered teleradiology services in Europe when it was founded in 2002 and has since become a vital partner for over one hundred hospitals in Sweden, Denmark, Norway, UK, Spain and Germany. This year, our team of over 200 specialized radiologists will report more than a half a million cases and thereby make a significant positive impact in the life of hospital staff and patients.

TMC keeps growing quickly. More and more hospitals all over Europe clearly see the advantages of managing their capacity in a network with TMC. To cope with the increasing size and complexity of our business we are searching for an experienced and talented professional to strengthen our Operations Department.

This is an excellent opportunity for quality-oriented people to participate in a high growth, professional company with good career prospects and a high quality of life in the city of Barcelona

FULL JOB DESCRIPTION

The Operation team deals with all issues related to incoming and outgoing data such as diagnostic images (X-ray, MRI, CT, PET/CT, Ultrasound) and reports. The team communicates with the hospitals and acts as support function when implementing new clients and systems. Operations also assist the radiologists and the medical management with queries and problems. We often act as middleman between the clients (Hospitals) and the radiologists and the medical management, and we work very closely with the other internal departments. Since we handle patient data it is essential that our team member are very meticulous and completely focused on the patient.

YOUR TASKS

- Order Entry and distribution of reports to the clients
- Frequent communication with our radiologists and hospital staff (radiographers, nurses, clinicians) to coordinate the incoming cases.
- Assist with incidents, special cases, quality assurance, teaching files.
- Statistics.
- Assist with the implementation of new hospitals.

WHAT WE EXPECT FROM YOU

- Native Danish
- English (Fluent level)
- Meticulous, organized and efficient.
- Excellent administrative skills.
- Ability to cope with everyday administrative tasks and a fluctuating workload
- Ability to prioritize
- Accustomed or even passionate to working with computers and Information systems; Excel skills are particularly useful

WORKING HOURS

As we provide our services to hospitals, the team works in different shifts (early-and late shifts)

WHAT YOU CAN EXPECT FROM US

TMC is a challenging and fun workplace with a diverse and very international team. Our business language is English. Your office will be located right on the beachfront of Barcelona, on the 21st floor of Torre Mapfre, with spectacular views of the city and the Mediterranean Sea.

Marzo 2017



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TMC is also a very friendly, dynamic and non-hierarchical workplace. People care for each other and always try to help. We are growing very fast and face new opportunities and challenges every day. This is why we need open and flexible minds who can cope when things become hectic and intense. But we also make sure that we quickly recover our balance so that we not only enjoy our work, but also our families, friends and activities outside of TMC.

Apart from making a living, people at TMC come to work every day, because they want to make a difference in people's health. In the end, everything we do is focused on diagnosing people's health issues quickly and correctly. This is what drives us.

We are quite particular about how we do things at TMC and hold up the following five core values:

1. Uncompromising medical quality
2. Generous experts
3. Innovation through experimentation
4. Care across borders
5. Find fun in hard work

These values determine our behaviour and guide us in our decision making. To fit in, you need to respect and demonstrate these values in your daily work.

WORKING CONDITIONS

- Contract 6+6+indefinite (or 6+indefinite), indefinite after a trial period, 8 hours per day occasionally shifts or work on days off
- Starting as soon as possible
- Salary. Initially approx. €19000 gross/year, after 6 months €20500
- Other relevant information: restaurant tickets,

HOW TO APPLY

Send your Cv in English to Evelyn Kloetzer to e-mail: ekloetzer@telemedicineclinic.com
With copy to eures.grupomixto@sepe.es

CLOSING DATE: 10/05/2017

www.telemedicineclinic.com

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