

Example of Registration Job Description

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Our company is searching for experienced candidates for the position of registration. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for registration

- Build and maintain registration websites for each assigned event
- Manage all aspects of the room block, including but not limited to attrition, additional rooms, and room list accuracy
- You will speak directly to candidates on a daily basis to ensure they have the correct documentation to demonstrate compliance to our clients vetting standards
- On occasion you will cajole and encourage slightly reluctant and busy healthcare professionals to provide a large number of certificates, terms and conditions and send them on interview days and training
- You will be responsible for ensuring the candidate is fully prepared for interview
- Liaise with Sales Team Leaders and Registration Manager to ensure the right candidates are cleared to work
- Use a compliance system/tracker
- Work in line with targets/KPI's which will involve capturing information correctly on database
- Work as part of a team with the Interviewers to ensure a seamless experience for candidates
- To proactively ensure that candidates are cleared for work in a timely fashion and ensure completed files are passed to the compliance team for the ongoing maintenance of their files

Qualifications for registration

- To greet patients and visitors, answer incoming calls in a professional, obtain patient information for registration or insurance filing, collect copays per standard and schedule appointments to facilitate efficient quality patient care
- Uphold patient confidentiality
- Implement an effective registration set up and process that is user-friendly, accurate, and efficient for alumni for several events throughout the year
- Serve as the organization's expert in registration management, providing recommendations on technological improvements, event planning considerations and related mailings
- Maintain expert level knowledge in Stanford's alumni database PostGrads, Reporting, Event Registration and Event Setup
- Ensure best practices of event registration are implemented, resulting in quality customer service for Stanford alumni