

MEDNET GREECE S.A.

PROFESSIONAL TRANSLATOR

Expert and reliable managed care services to the benefit of all stakeholders in healthcare – from Patients to Healthcare Providers and Health Insurance Companies – that’s what MedNet Greece delivers.

At the center of our business model is the Insured Member: by cooperating with Health Insurers and selecting, monitoring and supporting clinics and medical doctors, MedNet Greece ensures that Patients receive excellent service and the best care possible.

Based on in-depth knowledge of up-to-date tools and technologies and a clearly solution-oriented approach, we work to achieve better healthcare outcomes, cost containment and outstanding customer satisfaction. At the same time, our managed care services contribute to securing the future viability of healthcare schemes.

With more than 25 years of experience in the market as well as the knowledge, resources, backing and stability of a globally leading Reinsurer (Munich Re), MedNet is ideally positioned to support Insurance Companies in mastering tomorrow’s healthcare challenges.

Responsibilities

- Translate medical documents from Greek to English and/or English to Greek.
- Act as the contact person to medical providers, members, insurance companies and brokers in order to ensure effective troubleshooting in the event of any issues regarding claims.
- Protect the security of medical records to ensure that confidentiality is maintained.

Reported to

MedNet Claims Manager

Education – Knowledge

- Competency in translating from Greek to English and/or English to Greek
- Proven expertise in translation of Medical/Pharmaceutical documents
- Bachelor Degree in Translation of Medical/Pharmaceutical
- Minimum 3 years of proven translation experience in the specified fields
- Minimum productivity of 2.500 words or 10 pages per day
- Excellent knowledge of Microsoft Office & Internet
- Very high reliability, used to work under high professional quality standards
- Ability to handle confidential and sensitive information

Skills – Competencies

- Experience in a similar environment (health or insurance industry) or comparable
- Bachelor in Para-Medical Studies or other comparable education will be an asset
- Excellent interpersonal, organizational and customer service skills are essential

Salary & Benefits

The company offers a highly competitive remuneration package and continuous training within a stimulating and growing working environment.

C.Vs to be sent by e-mail to info@mednet.com.gr (HR Department)