

THE PHYSIO CLINIC

Movement Health Performance

Part Time Receptionist 6-12 hours per week
PM/Evenings/Saturdays Plus holiday cover as required.

- *Can you make a good first impression, in person and over the phone?*
- *Are you friendly and approachable?*
- *Can you communicate clearly and effectively?*
- *Are you reliable, conscientious, and professional to work in a healthcare environment?*

The Receptionist role is a front of house, patient-facing position, involving reception duties, administration, and day to day interactions required to manage and operate a therapy business. As such, you will be every clients' first and last impression of the business. The successful applicant must be able to demonstrate high levels of verbal communication and customer service skills.

If you can answer Yes to these questions, you could be our next front of house team member.

Your primary role will be to assist in the day-to-day processes of client interactions including:

- Greeting clients on arrival
- Taking payments
- Booking and rebooking appointments
- Answering phone calls
- Checking emails
- General clinic duties/tasks as required.

The successful applicant will be IT literate and have attention to detail with regards to appointment creation, diary management and financial transactions.

The role requires a high level of trust as you will be dealing with payments (cash and card payments) as well as handling sensitive customer information.

No previous medical knowledge or experience required. However, training will be provided and you will be expected to learn about the range of services we provide to ultimately excel in the role.

Salary range £7.50 - £9.00 per hour depending on experience. The post benefits from a generous holiday entitlement, workplace pension, discounted gym membership and reduced clinic rates for staff and family members. Full Job description available on request by calling the clinic on 01454 540066.

Application by CV and covering letter that references the job advert/description. Applications without supporting letter will NOT be considered. Email to jobs@thephysioclinicbristol.co.uk. Due to the expected large number of applications, we will only be contacting candidates who are successful for interview.

Closing date for applications is Monday March 15th, 2021.