



PHYSIOCARE
BODY MANAGEMENT

Part Time Administrator / Receptionist

Part Time – approx. 18 hours per week.

Including some early mornings, evenings and a Saturday morning rota

We are looking for a confident, self-motivated person, with excellent people skills to join our reception team at our busy physiotherapy clinic in Twyford.

Your goal will be to deliver a first class experience for all clients and to provide exceptional administrative support to the team of experienced Physiotherapists.

You will be required to ensure

- Timely completion of daily tasks
- Regular clear communication throughout the clinic
- Day to day running of IT clinical software
- Correspond with Insurance companies
- Work with accounts team to ensure accurate and timely processing of invoices

We are looking for a professional manner with

- Excellent communications skills both written and oral.
- Ability to work to monthly deadlines.
- Ability to work well in a team environment.
- Proactive approach to the role and ability to work under own initiative.
- Desire to provide outstanding customer experience.
- Ability to multi-task and work under pressure to meet deadlines.
- A strong team player, always willing to support colleagues.
- Excellent organizational and time management skills.
- Cheerful proactive disposition.
- Good IT skills.

Reception experience is not essential, as full training will be given.

Interested? Then please email a covering letter and curriculum vitae for the attention of Karen Payne to: recruitment@physiocare.co.uk by Wednesday 30th September 2020.

Physiocare Body Management
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