

We are looking for a reception assistant to join our fantastic, supportive team in our busy Thrupp based clinic.

The role would involve greeting and welcoming clients to the clinic.

Making appointments and taking payments

Taking calls

Supporting our practitioners

Data entry

Stock checks

Ensuring the cleanliness of the clinic throughout the day

Our ideal candidate would have a passion for customer service, a warm and welcoming demeanour, strong people skills, be fast thinking and organised, whilst maintaining a fun and professional environment.

No experience necessary, full training given.

Once training finished - 22 hours per week – to increase in the future

Monday 8:30 – 13:00 17:00 – 19:30

Tuesday 8:30 – 13:00 17:00 – 19:30

Wednesday 8:30 – 13:00

Thursday -

Friday 07:30 – 11:30

Saturday 09:00 – 13:00 1 per month

Plus holiday cover

Salary dependant on experience

Pension

Holiday pay

Treatment Discounts

So that we might find out if we are a match to work together or not. Please create a video answering the following questions and demonstrating some of the qualities detailed above. Your video must be now longer than 3 minutes, introducing yourself, letting us know why you like working with people, how you would make clients feel welcome. How you feel you would cope in a busy reception. How you think you would be able to support the team during the day, why you feel you are ideal for this position.

This vacancy is available immediately, closing date for applications is 18th June 2022.