

Join the team

We are looking for an evening receptionist 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 payment*
- *Taking calls*
- *Supporting our practitioners*
- *Data entry*
- *Stock checks*
- *Ensuring the cleanliness of the clinic*

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 - 12 hours per week – possibility to increase in the future

Monday - Thursday 16:30 - 19:30

Plus some 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. Please create a video answering the following questions and demonstrating some of the qualities detailed above. Your video must be no longer than 2 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, and why you feel you are ideal for this position.

Please email to info@stroudfootclinic.co.uk