



Part Time Receptionist Required

We have Physiotherapy and Sports Injury clinics based at 5 locations. We are looking to expand our team of Part Time receptionists to work on the desk at the central office. This job will be based at the David Lloyd Leisure Club, Tongue Lane, Moortown, Leeds, LS6 4QW.

Occasional travel to our other Physio Action clinics may be required

Hours/Days:

Mondays 8.30am-5pm

Thursdays 8.30am-5pm

Main Duties and Responsibilities

Answering the telephone, booking appointments, taking payment from patients, cleaning & tidying of clinic rooms and reception areas and other general administration as required.

Training will be provided.

Requirements

Applicants must be enthusiastic, a team player, computer literate, able to work independently, have good time management skills as well as excellent communication and customer service skills.

Flexibility for covering staff Annual Leave preferred

Method of Application

To apply please send CV & covering letter by email to

info@physioaction.com

for the attention of Lauren Collins (Practice Manager)

Start date: Immediate Start Available

Closing Date: As soon as position is filled