



Part-Time Receptionist / Admin

Physio Action – David Lloyd & Chapel Allerton, Leeds

Are you a **friendly, professional, and organised receptionist** looking to join a busy physiotherapy team? We're seeking someone who enjoys working with people, thrives in a fast-paced environment, and helps our clinics run smoothly.

Hours

- 2 days per week
- Multi-site role across our Leeds clinics
- Flexible – opportunity to pick up additional hours

About Us

Physio Action is a growing team of **17 physiotherapists** delivering high-quality care across **5 clinics**. Our reception team is central to creating a **welcoming, professional experience** for every patient.

The Role

You'll be the first point of contact for patients, ensuring smooth daily operations from booking appointments to following up on treatment plans.

Key Responsibilities

- Greet and assist patients warmly
- Manage phone calls, emails, and appointment enquiries
- Book appointments using our patient management system
- Process payments and invoices
- Support therapists with administrative tasks
- Communicate with insurers, suppliers, and external contacts
- Keep reception and clinic areas organised and presentable
- Follow up with patients to support completion of their treatment plans

We're Looking For

- ✓ Friendly, professional, and approachable
- ✓ Confident communicator (in person and on the phone)
- ✓ Highly organised and able to multitask



- ✓ Comfortable using computers, Microsoft Office, and online systems
- ✓ Reliable, flexible, and professional in appearance
- ✓ Able to interact effectively with a wide range of patients

Desirable (but not essential)

- Previous reception or front-of-house experience
- Experience in a healthcare or clinic environment
- Familiarity with practice management systems

Full training will be provided for the right candidate.

Location

Our clinics are based in Leeds with **free parking** and excellent **public transport links**.

Apply

Send your **CV and short cover letter** to:

✉ opsmanager@physioaction.com

Learn more about us: www.physioaction.com