

## **Part time Receptionist Required**

We are looking for two part time Receptionists for our Osteopathy and Complementary medicine clinic in North Oxford. Summertown Clinic is a busy and vibrant practice with over 20 practitioners treating hundreds of patients throughout the week.

This is an excellent opportunity to work in a friendly and dedicated team in a part time role that is diverse and challenging. You will be the face of the company; welcoming patients, organising rooms for Practitioners, managing diaries and above all, ensuring the smooth running of our reception for the best patient experience.

Your main responsibilities will include:

- Patient communication in a positive and friendly manner, both face to face and over the telephone
- Diary management – using practice management software
- Dealing with payments and managing stock
- Managing the waiting area and practice rooms

To be successful in the role, the ideal candidate will be extremely professional in their manner, with excellent communication skills and the ability to juggle the varied demands of the role. You will also have strong numeracy and literacy skills and be computer literate. Ideally, you will have previous administration or reception experience, but this is not essential as full training will be given.

The post starts 12<sup>th</sup> July 2021. Remuneration starts at £10.50 an hour.

To apply for this role, please email your CV and covering letter to Julia Sinnett and James Ruddick, at [practicemanager@summertownclinic.co.uk](mailto:practicemanager@summertownclinic.co.uk) by 5<sup>th</sup> July 2021. Or call 01865 558561 for more information regarding the position. First interviews may be conducted by Zoom.