

ADMINISTRATION ASSISTANT VACANCY

Premier Physical Healthcare are looking to recruit a Administration Assistant to work full time based in London. You will assist the Office Manager and team with the daily running of Premier Physical Healthcare.

Based at Premier
Physical Healthcare
Office, North Road,
London

▲ From
£15,000
per annum ▼

▲ Excellent
working
environment ▼

▲ 1 Full time
position available
- 40 hrs a week



In this role you will contact patients to book appointments, answer telephone and email enquiries, as well as working with the Physiotherapists and Podiatrist to ensure clinics are booked appropriately. You will be working with the Head of Operations to ensure contract KPIs and ISO regulations are achieved as well as providing general support to visitors.

Successful candidates will be energetic and proactive with the ability to work independently as well as part of a team. You will also be computer literate with good knowledge of Microsoft Office Packages. Ideal candidates will have excellent attention to detail as well as excellent time management and organisational skills.



CLOSING DATE: 18TH JANUARY 2019

We encourage you to apply as soon as possible as once sufficient applications have been received, we may decide to close the advert early.

totallyplc

If you have any further questions or you would like to request an application form then please don't hesitate to contact us!



0300 013 4885



recruitment@totallyrecruit.com



www.premierphysicalhealthcare.co.uk