

JOB DESCRIPTION

Junior Receptionist & Office Administrator

Introduction

This is a full time, office-based role, for a national independent Occupational Therapy Practice, within the centre of Hook, Hampshire and is a great starting role with the opportunity for career progression. It requires an organised and engaging person with excellent communication and people skills.

The primary goal of the Junior Receptionist & Office Administrator is to provide professional reception and administrative support in all areas of the business.

Reporting to the Practice Manager, the Junior Receptionist & Office Administrator will work alongside our current Receptionist and will be the first point of contact on the telephone and with visitors to the office. As the 'face' of The OT Practice the Junior Receptionist & Office Administrator should be welcoming, personable, helpful and be able to represent The OT Practice in a professional and friendly manner. In addition, it is essential that the Junior Receptionist & Office Administrator is organised, able to multi-task, work flexibly and have a 'can do', 'will do' attitude.

Applications & enquiries

Applicants should submit a CV and covering letter to careers@theotpractice.co.uk or if you would like to discuss the role in more detail please call Sandra on 0330 0249910

Our Company ethos

- We make clients & potential clients feel understood and provide sound professional advice.
- We are friendly, warm and caring whilst always remaining professional.
- We are socially responsible – if there is a better option for a prospective client then we say so.
- We are client-focused and want to ensure our clients feel they are in safe hands.
- We are driven and go the extra mile if that is what is needed to keep a client happy.

Details of the role

The overall aim of the Junior Receptionist & Office Administrator will be to work collaboratively with our current Receptionist and the Practice Manager, to manage reception tasks and to assist with other general administration. The successful candidate will be responsible for the following core tasks:

1. General Reception:

- Answering, screening and directing incoming calls promptly and efficiently
- Taking and forwarding messages accurately, legibly and swiftly
- Ensure voicemail messages to the main number are directed to colleagues
- Dealing with queries from clients or associates
- Meeting and greeting visitors to the office, maintaining visitor logs
- Assisting visitors in finding their way around the office
- Making refreshments for meetings and guests
- Ensure that the kitchen is tidy and well stocked with milk, sugar, tea and coffee
- Setting up meeting rooms
- Ensuring that reception and communal areas are kept tidy
- Receive and distribute post, parcels and deliveries
- Organise outgoing post, parcels or arrange couriers
- Assist the Practice Manager in the running of the office as directed

2. Administration:

- Provide administrative and clerical support to all teams across the business
- Assist Receptionist to maintain telephone contact and car registration lists
- Assist Receptionist with administration of our therapist network, to include ongoing registration management
- Assist Receptionist with administration of our Therapist Applications database.
- Answer queries from new and existing associates regarding their registration
- To undertake ad-hoc projects or tasks as directed by the Practice Manager
- Provide administrative support with projects across other areas of the business such as business development research and data management projects
- Provide support for the Supplier Directory sales and administration process
- Assist with credit control tasks as required
- Photocopying, filing, collating documents
- Shredding, maintaining stationary supplies, ensuring office equipment is functional
- Use of various IT systems and packages

Please note: The responsibilities identified in this job description are not meant to be exclusive or exhaustive.

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Skills and qualifications

The following skills and qualifications will be required/desirable:

- Excellent written and verbal communication skills (phone manner is very important)
- Good standard of literacy and numeracy (at least GCSE Level B or equivalent)
- Competent with computers and online technology (tech savvy)

Personal skills & attributes

Fundamental to this role is the character and temperament of the individual. They will be expected to be well organised, efficient and have a strong sense of responsibility. Important personal skills and attributes include:

- Caring, friendly and always willing to listen
- Courteous and efficient when dealing with people
- Professional personal appearance
- Act on own initiative and be self-motivated
- Ability to multi-task and work flexibly
- Strong attention to detail
- Excellent customer service skills
- Respect for confidentiality
- Flexible, reliable and helpful
- Have a 'can do', 'will do' attitude
- Personal pride in their work
- Willingness to learn new skills
- Desire to progress and develop their professional career
- Ability to work collaboratively and as part of a wider team
- Able to remain calm, composed and professional under potentially stressful or confrontational situations
- Excellent telephone manner
- Excellent time management skills

What we offer you

We pride ourselves on being a caring and friendly, but professional company. We believe the growth of our business to date is directly attributed to ensuring our values are at the core of everything we do. Based in the centre of Hook, with free parking and excellent transport links.

- 23 days holiday plus bank holidays, and the option to purchase up to 3 additional days each year
- Access to Simplyhealth plan providing video GP appointments, cover for routine prescription/other medical costs
- Career progression opportunities

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