



**Melton Podiatry Practice is seeking to appoint a Practice Receptionist to join its busy village practice.**

**Permanent, Part-time – 13.5 hours a week - £11.00 per hour**

We are seeking a new team member to join our busy village-based podiatry practice in Melton. Our successful practice is growing, but is a friendly and welcoming workplace, that supports team members to be successful in their roles.

We encourage applicants to visit our web site at [www.meltonpodiatry.com](http://www.meltonpodiatry.com)

As a Receptionist, you are the first point of contact for our practice, so you must be polished, polite and courteous. This job is so much more than picking up the telephone!

The Receptionist and administrative duties are to ensure the front desk welcomes patients positively and executes all administrative tasks to the highest standards. You will ensure a safe and clean environment for our patients. Full details of the duties and responsibilities and working hours are outlined in the Job Description.

Having a calm attitude in a busy environment, while multi-tasking is essential as this can be a busy and fast-paced role. The successful applicant will have a cheery personality and be able to adapt to meet the needs of the wide range of patients who visit our practice. They will also be able to competently work in a range of IT applications including the Microsoft Office and Google suite.

This role will suit candidates with previous administrative experience or those who have worked in a customer service or healthcare environment. Specific training on all aspects of the role will be provided, but candidates are encouraged to review the Job Description and Person Specification. **This role will be required to start immediately following successful interview.**

This is a job share.

To apply, please forward a cover letter and CV to [info@meltonpodiatry.com](mailto:info@meltonpodiatry.com) by **THURSDAY 10<sup>TH</sup> AUGUST 2023.**