

Job Description for Clinic Administrator

Post Title: Clinic Administrator

Post Hours: Part-time hours (25-30 hours per week)

Contract: Permanent

Location: MOTIONrehab, Asquith House, Cliffe Park, Cliffe Park Way, Morley

Accountable to: Sarah Daniel (Director)

Salary: £18,000 - £20,000 depending on experience

Applications made via email to:

Sarah Daniel, Clinical Director: sarahdaniel@motionrehab.co.uk

Job Description

An exciting opportunity has arisen to provide additional client services to support our clinical team and clients at MOTIONrehab's high intensity rehabilitation centre in Morley, Leeds.

Main Purpose of Role

This is a very varied role reporting to the Clinical Director. The position requires a highly organised individual with excellent communication and social media skills, who can work with our clinical team whilst using their initiative to:

- Ensure the smooth running of the MOTIONrehab Leeds clinic.
- Manage diaries for the robotics suite and clinical team.
- Organise social media marketing for MOTIONrehab
- Track new enquiries for High Intensity packages through to booking.
- Facilitate clients attending clinic.

Specific Duties and Responsibilities

- Managing diaries for the robotics equipment and clinical team based at Leeds.
- Processing billing charges for completed appointments.
- Scheduling client appointments for the High Intensity Rehab package treatments (80 hours of treatment to be delivered over 4-7 weeks).
- Managing correspondence received by email / phone / post and actioning as appropriate.

- Facilitating package client schedules throughout the day, with breaks and refreshments organised as required.
- Collating social media video footage and testimonials from the clinic, in line with GDPR and client consent.
- Marketing MOTIONrehab with regular posts on a variety of social media platforms; LinkedIn, Twitter, Facebook, Instagram, Google, YouTube.
- Tracking of new enquiries for the High Intensity Rehab packages – organising initial assessment appointments, through to package bookings if deemed suitable, as required.
- Liaising with admin team at HQ for new bookings and invoices to be raised for High Intensity packages.
- Managing petty cash.
- Supporting the Leeds clinical team with any administration work as needed
- Ordering supplies for clinic refreshments and ad-hoc shopping as needed.
- Organisation of weekly laundry collection.
- Light cleaning duties as needed around clinic area (excludes toilet areas)
- Any ad-hoc administrative tasks as required from time to time.

Skills and Qualifications:

Prior administration experience preferred; ability to schedule diaries; strong attention to detail; high level of accuracy; ability to work without supervision; excellent time management skills; exceptional communication and customer service skills; strong prioritisation and organisation skills; ability to handle confidential information and ability to multitask.

Minimum of Grade C in English/Maths GCSE

Technical Skills:

Proficiency with Microsoft Office Programme's and social media platforms; Twitter, LinkedIn, Facebook, Instagram

Standard Clauses:

The purpose of this post should remain constant, but the duties and responsibilities may vary over time within the overall role and level of the post. The post holder may from time to time be asked to undertake other reasonable duties. Any such changes will be made in discussion with the post holder in the light of service needs.