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## **Due to continued growth including development into online services, Mid-Ulster Pilates & Physiotherapy is keen to recruit an Administrative Assistant to join our small team and support our general business activities. This is a new Full Time Permanent role.**

## **Job Title: Administrative Assistant**

## **Reports To;**

The Administrator will report to the owners of Mid Ulster Pilates & Physiotherapy, Mary Angela & Kathy. The administrator also will work under the guidance of the Practice Manager.

## **Job Overview**

## The Administrator will be responsible for the daily running of a very busy Woman’s Health Physiotherapy Clinic, including the duties below;

## **General Responsibilities and Duties;**

* Responding to messages on various platforms including Facebook, Instagram and email
* Greeting clients attending clinic appointments
* Arranging appointments via phone call
* Cash-handling and documentation
* Signposting clients to the correct service within clinic/classes
* Responsibility for monitoring and re-ordering stock
* Administrative management of block bookings of online and studio Pilates classes using our software package.
* Managing confidential client details
* Updating social media posts as required
* Attending staff meetings and staff training sessions as necessary – in person or via zoom
* Adhering to company policies and procedures
* Any other reasonable duties as requested by owners or Practice Manager

## **Essential Criteria**

* Confident at dealing with client enquiries
* Excellent time management and organisational skills
* Strong interpersonal and communication skills
* Previous experience in the use of social media as a business tool
* Flexible work approach

**Desirable Criteria**

*Preference may be given to applicants who can demonstrate;*

* At least 6 months Administrative experience - including the use of Microsoft Office Experience.
* Previous experience processing or handling confidential client / customer information
* Previous experience in a client / customer facing role

**Additional Job Details**

The position will commence asap with a probationary period of 3month. The starting rate of pay is £9.00 per hour.

37.5hrs, 5 days per week Monday – Friday (will include one Saturday a month), flexibility is important to fulfil the needs of the role, hours can be agreed with the successful candidate

Mid Ulster Pilates & Physiotherapy operate out of two venues, The Station House, Knockloughrim & Moneymore. Initially the role will be based at our Station House venue, Knockloughrim, BT45 8PS.

Further detail can be discussed at interview Stage.

**How to Apply**

Please ensure you detail within your CV or cover letter how you meet the essential or desirable criteria to aid shortlisting.

Email your CV to: midulsterpilates@gmail.com

Closing date for applications Friday 25th June 12 Noon.

Provisional interview date scheduled for Friday 2nd July