
JOB DESCRIPTION AND PERSONNEL SPECIFICATION

DBC PHYSIOTHERAPY: OFFICE ADMINISTRATOR

Position Title:	Office Administrator
Status:	Part time role (20 hours)
Location:	DBC Physiotherapy, Office 3, Arcadia Retail Centre, Athlone, Co. Westmeath
Reporting to:	General Manager

DBC Physiotherapy are looking to hire a highly motivated, organised individual to join our team in our Athlone Clinic in a part time capacity.

KEY RESPONSIBILITIES & TASKS

- Undertake necessary training on software system for maintenance of patient files and practitioner diaries.
- General office administration - first point of contact for calls, emails and maintenance of office requirements.
- Deal efficiently with patients regarding booking, rebooking and cancellation of appointments.
- Greet patients and ensure necessary paperwork is completed.
- Maintain database and scan/file patient documentation such as; GDPR consent, MRI reports and any other files necessary to be retained.
- Act as administrative support to DBC staff members as required.
- Undertake other responsibilities as defined from time to time by the General Manager/Managing Director and Lead Clinician.

PERSON SPECIFICATION

- Excellent computer knowledge including use of Microsoft Office and Google Drive.
 - Excellent communication, organisation and interpersonal skills.
 - Ability to work as part of a team.
 - Ability to complete administrative tasks in a timely fashion.
- Suitable candidates should apply in writing with a letter and a current CV to emma.guihen@dbc.ie
- Closing date for applications is 23rd August 2019 at 5pm.
- The position will start immediately for the successful candidate.
- Queries may be directed to Emma Guihen by email at emma.guihen@dbc.ie or by calling 090 6475898.