

Receptionist/ Administration Assistant Vacancy

At Psychology Associates we are looking for a full time Receptionist/Administration Assistant to join our team.

This role will be predominately located at our Exeter office, where you will be working closely with clinicians and other team members. You must show the ability to work well under pressure whilst providing excellent customer service to our clients. As our receptionist, you will be responsible for receiving incoming calls, diary management, welcoming clients and other general office duties.

The successful candidate should have previous receptionist or admin experience and should be driven, organised and have great communication skills.

Psychology Associates is a dynamic, creative and expert independent practice of like-minded team members who are all passionate about making a meaningful difference in people's lives.

A Person Specification and Job Description will be provided with every application form.

To find out more about this exciting opportunity please visit our website:
www.psychologyassociates.org.uk/who-we-are/join-us/

£18,000 - £19,500
per annum dependent on experience

Deadline for Applications: 12th May at 12 noon

To apply, please request an application pack by emailing
Josie.Berncastle@psychologyassociates.org.uk.

CV's alone will **not** be accepted.

Enhanced DBS check will be completed.

This recruitment may close earlier once we have received sufficient applications. In those circumstances the interview date and closing date may be subject to change.

www.psychologyassociates.org.uk
enquiry@psychologyassociates.org.uk
0300 303 5233