

Personal Assistant

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Company: Venn Group

Location: London

Category: other-general

Venn Group have partner with a large healthcare organisation in the Wigan area, who are urgently in need of a fulltime Personal assistant.

Key duties:

To provide full administrative support filling, scanning, photo-copying

Arranging and attend meetings, with the occasional note taking

To liaise with different departments and consultants regarding results and new information

To provide diary management and inbox management on behalf of the team

To manage both inbound and outbound calls

To manage test results, and create clinical letters

To manage electronic diary systems

To have Audio Typing experience

Please note that this role is fully on site, and past experince for this role is required.

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Cross References and Citations:

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4. Personal Assistant [Seouljobs Jobs London Seouljobs ↗](#)
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