

Receptionist

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Company: Orri

Location: London Area

Category: other-general

Why Orri? Orri is an ambitious, young, fast-growing company committed to changing the way we treat eating disorders in the UK. An exciting opportunity has arisen for the post of Afternoon Receptionist/ Administrator at Orri, in both our clinics in Marylebone. Please note that this is a part-time role, from 1.30 pm to 7.30 pm Monday to Friday. The salary is £25,000.00 pro rata. At the heart of our approach is a commitment to working collaboratively; providing expert, evidence-based and innovative treatment with kindness and compassion at its core. Main Duties and Responsibilities: The postholder will be covering the afternoon and evening shift of the reception in Wimpole Street. Answering incoming calls, referring to relevant departments/ employees to manage their enquiry, Proactively undertake training on the admissions process, services provided in person and online for enquires via telephone, should the admissions team be unavailable. Ensure urgent messages for the Clinical Director, Clinical Managers and/or Service Director at Wimpole Street are received and acknowledged in a timely manner. Escalation of any client concerns, unexcepted sign out departures to the clinical team on duty. Ensuring the reception area is kept to a high level of tidiness aligning with the health and safety requirements. Raising any maintenance issues to the Health and Safety Officer / Facilities Manager. Management of deliveries to Wimpole Street, notifying the relevant person(s) and/or department to arrange collection from reception. Locking up the building. Ad-hoc admin tasks for both the Facilities and HR. Flexible to work between both sites on Wimpole Street and Hallam Street in line with business needs. In addition, any ad hoc requirements required within the postholders skill set to support Orri may be required. Benefits: 33 days annual leave (pro rata)

including bank holidays and the service closure over Christmas.Enhanced maternity/paternity/adoption package.Comprehensive induction and commitment to ongoing training.Online benefits and cashback rewards schemes.Contributory pension scheme with salary sacrifice options.Free Statutory and Mandatory Training.Free professional development and CPD certified training.Two annual corporate events plus additional social events throughout the year.Career development opportunities.Private health care after successfully completing your probation period.Orri operates a smoke free policy on all premises and grounds. Orri is an equal opportunities employer.

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