Dr. Cassie
& Associates
ASD | ADHD | OT | SaLT | Dyslexia

WE ARE HIRING

Receptionist

We are looking for a warm, friendly and professional Receptionist to join our team and be the welcoming face of Dr Cassie & Associates, a private neurodevelopmental clinic supporting families and adults.

As the first point of contact for our patients and their families, you will play an important role in creating a positive, welcoming and reassuring experience, whether in person, over the telephone or via email.

ABOUT YOU

We are looking for someone who is:

- Warm, friendly and approachable, with a natural ability to make people feel welcome and at ease.
- An excellent communicator, both face-to-face and over the telephone.
- Highly organised and reliable, with the ability to manage competing priorities in a busy environment.
- Professional and discreet, with an understanding of the importance of patient confidentiality.
- Confident using computers, with good general IT and administrative skills.
- Proactive and adaptable, with a positive, can-do attitude and a willingness to help wherever needed.
- A genuine team player, who enjoys working collaboratively and supporting colleagues.
- Patient, empathetic and understanding, particularly when communicating with children, families and individuals who may feel anxious or need additional support.

PREVIOUS EXPERIENCE

Previous experience in a reception, front-of-house, customer service or administrative role is desirable, although a positive attitude, excellent interpersonal skills and a willingness to learn are equally important.

JOIN OUR TEAM

If you are a friendly, enthusiastic and organised individual who enjoys helping people and would love to be part of a supportive clinical team, we would be delighted to hear from you.

For more information or to apply, please email
admin@drcassie.co.uk