



Sport & Orthopaedic Clinic

Job description

An Exciting Opportunity:

Private Medical Secretary, SOC Bristol Ltd

We are looking for an experienced, enthusiastic and dedicated individual, to provide effective and efficient secretarial services to the Sport & Orthopaedic Clinic Ltd (SOC), Bristol (soc-bristol.co.uk).

Responsibilities will include managing enquiries, both by telephone and email, arranging appointments, booking theatre, typing of clinic letters/correspondence and invoicing.

You will be part of a fast paced and supportive team based in Bristol, working 37.5 hours Full-time. You will have a minimum of 3 years administrative experience, preferably within a medical environment. Excellent organizational skills, attention to detail and interpersonal communication are essential, as well as a good working knowledge of Microsoft office applications. You will be professional and ethical in your values, flexible and with the ability to use your own initiative and judgment

A job description, person specification and competency framework are available on request.

Reference ID: JBT/3

Application deadline: 30/11/2021 (this will be closed earlier if suitable candidates are found)

Job Types: Full-time, Permanent, some remote working will be possible

Salary: In the range £22,000 - £25,000, negotiable on experience. For experienced secretaries we aspire to pay above the national average remuneration. SOC offers pension support and Private healthcare, coaching and mentoring and developmental training. There is free on-site parking and supplemented meals at the hospital.

COVID-19 considerations: SOC are committed to providing all the necessary requirements in line with COVID regulations at the time of interview.

Email Jane Breen-Turner (Practice Business manager) jane.breen-turner@soc-bristol.co.uk or call 01173171796 for further details