

Job Title	Business Coordinator
Salary	£13.50 per hour
Hours of Work	Minimum Hours of 8 per week. You must have a flexible approach to work. Working hours agreed in advance.
Location	Primarily Home Based You will be required to travel to meetings therefore a driving licence and access to own car is essential.
Contract Type	Permanent, Varied Hours
Benefits	28 days annual leave (pro-rata) Statutory Sick Pay Pension Scheme

About Us

Positive Steps Physiotherapy was established in 2017 and is now a team of 5 friendly and dedicated Physiotherapists and Physiotherapy Assistants looking for a new team member.

At Positive Steps we are all committed to giving our clients freedom to move better to allow them to do what they love doing. We do this by taking a positive, person-focused approach, treating all of our clients as individuals, ensuring that they feel special every step of the way.

Our clients are at the heart of what we do, and we are always exploring innovative and new ways of working to ensure that we continue to deliver the best treatment in the most appropriate environment in which we aim to achieve all our clients optimum outcomes inclusive of extending an excellent level of customer service to their family as well to ensure they are all supported through their journey.

About the Role

This is an excellent opportunity to be part of a business that is passionate about making a difference, supporting and enabling our clients to have the best possible outcomes is at the heart of what we do.

- You will play a vital part supporting our clients in their journey with us.
- You will be committed to providing the best level of customer service to our clients.
- You will be dealing with client enquiries, booking appointments and referrals, building and maintaining client relations and managing the financial administration of the business.
- Tasks will include the preparation and issuing of invoices, reconciling payments received and following up outstanding invoices for payment.

About You

You will have great administrative skills with a real eye for detail, good communication and IT skills and the ability to plan, prioritise and flex your workload. Most importantly, you will share our passion for making a difference; supporting and enabling our clients to have the best possible outcomes.

You must be highly motivated, driven, eager to learn, with excellent organisation skills and the ability to work as part of a team, as well as on your own initiative.

You will have a positive "can do" attitude to solving problems in a professional and courteous manner.

You will need to want to be part of a team that works hard, supports each other and above all, has fun along the way.

If this sounds like you and you possess the energy and drive to be part of a growing, client-led business where you can make a difference to people's lives, then we are keen to hear from you.

Next Steps

To find out more about our business and to download a copy of the job description and person specification for the role, please visit our website [Positive Steps - Physiotherapy \(positivestepsphysio.co.uk\)](http://positivestepsphysio.co.uk)

To arrange an informal chat about the role, please email lorna@positivestepsphysio.co.uk