



## **Practice Administrator ( Audiology)- Permanent**

### **South Devon – (Teignmouth)**

#### **About the role**

Working in a family-run, independent hearing healthcare provider in Devon and Cornwall, we are looking for a motivated and independent Practice Administrator to oversee the full management of our Peninsula clinic. This role is critical to ensuring our clinic runs smoothly and efficiently, providing an excellent experience for our patients.

- Reception Duties: Handle incoming calls and emails with professionalism and efficiency.
- CRM Management: Use Sycle CRM thoroughly for patient management.
- Administrative Tasks: Competently use Excel, Outlook, and Word
- Inventory Management: Conduct regular stock checks and ensure timely ordering of equipment and supplies.
- Customer Relations: Build and maintain strong relationships with patients and optical staff.
- Financial Management: Manage cash sales and PHC cash flow accurately.
- Postage Responsibilities: Check in deliveries and manage outgoing orders.
- Marketing Support: Ensure up-to-date POS materials are available and assist with shop decoration.
- Cleanliness: Share cleaning responsibilities and take pride in maintaining a clean and welcoming work environment.
- Independent Working: The ideal candidate will be self-motivated, able to take control, and enjoy working independently.

#### **Requirements:**

- Proven experience in an administrative.
- Strong proficiency in Excel, Outlook, and Word.
- Excellent organisational and multitasking abilities.
- Strong interpersonal skills and a customer-focused attitude.
- Ability to manage financial transactions and cash flow.
- Experience with marketing and POS materials is a plus.
- Ability to work independently and take initiative.
- Attention to detail and a commitment to maintaining a clean work environment.

#### **What's in it for you?**

- Competitive salary and commission
- Flexible working environment
- 25 days annual leave (plus bank holidays and a day off for your birthday)
- Private health cover

- Death in service benefit
- Amazing discounts, savings and rewards through our reward gateway
- Pension
- Company sick pay, should you ever need it.

**What's Next?**

If you are ready to embark on an exciting journey with a company that's committed to making a real difference in people's lives, we would love to hear from you.

To apply, please send your CV to Joanne Murphy, Talent Partner, Email [joanne.murphy@amplifyhearing.co.uk](mailto:joanne.murphy@amplifyhearing.co.uk)