



DUTY STATEMENT	RECEPTIONIST/ADMINISTRATIVE ASSISTANT
<ul style="list-style-type: none"><li>• Receiving phone calls from new and existing clients</li><li>• Meeting, greeting, and assisting clients/visitors at reception desk</li><li>• Booking appointments</li><li>• Taking payments</li><li>• Emailing invoices/receipts</li><li>• Emailing consent forms, service information, confirmation letters and other service-related document</li><li>• Maintaining tidiness of work and reception area</li><li>• Ensuring bins are taken out/brought in on relevant days</li><li>• Monitoring general site inbox and actioning emails accordingly</li><li>• Booking interpreters as required</li><li>• Communicating with practitioners regarding interpreters, cancellations, rebooked appointments, etc.</li><li>• Monitoring COVID check-in compliance on Teams, communicating with Practitioners regarding check-ins.</li><li>• Collecting/posting mail.</li><li>• Invoicing off events at the end of the day.</li><li>• Daily settlement of payments taken</li><li>• Other duties as required and which are consistent with the position.</li></ul>	
NAME	
SIGNATURE AND DATE	