



## ADMINISTRATIVE ASSISTANT

REMOTE, SELF-EMPLOYED, 8-12 HOURS PER WEEK

### Job Description:

An exciting opportunity has come up to join a small team at a fast growing ballet-health company!

We are looking for a highly organised Administrative Assistant to work remotely (approximately 8-12 hours per week, £12 per hour) on a self-employed basis.

The successful candidate will often be the *online 'face' of the practice* - liaising with patients and other clients such as dancers' parents and teachers. They will be able to answer questions about the services we offer and will demonstrate the practice values of being *supportive, professional, and fun*.

### Responsibilities:

- Organising patient bookings
- Responding by email to patient queries
- Adding events/classes to the website
- Uploading class recordings to YouTube
- Managing patient data in accordance with my privacy policy
- Other admin tasks

This is a **fully remote work from home position**, so anyone is welcome to apply as long as they have the right to work in the UK.

This role is offered on a self-employed basis only (including being responsible for your own tax etc).

### Essential requirements:

- Excellent written English
- Knowledge of (or an ability to quickly learn):
  - Wix website management,
  - uploading to YouTube,
  - patient data management
  - website write-up
  - MindBody scheduling website,
  - Google docs
- **A friendly and professional manner is a must!**

### Desirable attributes:

- Some knowledge of vocational ballet training
- Experience in admin-based roles
- Customer-service focus
- A 'can-do' attitude
- An ability to work in brief sessions multiple times each day
- Strong attention to detail

### Application Process:

To apply, please email [luke@balletphysio.com](mailto:luke@balletphysio.com) with Admin Assistant as the subject line, include a few paragraphs about yourself and attach a current copy of your CV.

Please include any **requirements** that would help you to participate fully.

**Interviews** will be conducted over Zoom in late January.

### Inclusion:

If qualified applicants self-identify as POC, D/Deaf, disabled, those with mental health conditions, those with long term health concerns, those with speech or language impairments, neurodiverse, blind/partially sighted, LGBTQ+, over 60, or otherwise under-represented in ballet or healthcare, *I commit to offering them an interview.*

Applications will close either on **Wednesday, 20th January 2021** or after 50 applications have been received.

