

## **SPINAL SCREENING ASSISTANT – PART TIME**

You will be required to attend external marketing events and promote the Ipswich Spine Clinic in order to attract new patients to the practice. These marketing events will usually be held on the weekends.

### **Job Description:**

- ✚ Attend marketing events such as spinal health screenings, with attendance of at least 80% of the events booked each month. (usually 3 per month)
- ✚ Promote chiropractic in a positive manner with the Chiropractic lifestyle philosophy
- ✚ Ensure all new patient bookings strictly follow the administration guidelines
- ✚ Two telephone numbers taken
- ✚ Details forms completed with a signature, along with deposit taken and correctly recorded
- ✚ New patient given a screening welcome pack
- ✚ Complete the screening results forms
- ✚ Punctuality:
  - ✓ Provide a positive experience for the public
  - ✓ Be courteous with people
  - ✓ Inject a sense of fun and energy at the event
  - ✓ Provide truthful information and never offer something that we cannot deliver
- ✚ Collect the screening equipment from the clinic and return
- ✚ Help with assembly and disassembly of the screening stands
- ✚ Communicate effectively with the External Marketing Coordinator
- ✚ Provide ideas and contribute to the screening event calendar
- ✚ Engage in team meeting to provide feedback on screening stock requirements (leaflets, forms, welcome packs)
- ✚ Provide general feedback regarding the screening so as to allow continual improvement and success

NB: This job description is designed to offer you a guide; there may be additional duties that you will be required to carry out as part of the business needs. A good level of flexibility is therefore required.

### **Hours of Work & Wages:**

- ✚ 12-18 hours per month.
- ✚ Attend additional training sessions as required
- ✚ £7.00 per hour, paid 4 weekly cycles
- ✚ Bonus structure – dependant on success.

## Skills/Characteristics We Look For:

- ✚ Excellent communication skills with fluent English
- ✚ Confident person with an extroverted personality type.
- ✚ Smart standards of dress
- ✚ Attention to detail
- ✚ Highly organised
- ✚ An aptitude for promoting and educating consumers about a product/service
- ✚ **Team Skills – must contribute positively into a team dynamic**
- ✚ Service orientated – both internal and external to the company
- ✚ A 'Can Do' attitude
- ✚ A cheery and positive outlook on life
- ✚ A passion for working with people
- ✚ An interest in natural health and wellbeing.

## Experience Required:

- ✚ Experience in the service industry
- ✚ Experience of busy customer/selling environment
- ✚ Experience in marketing &/or direct selling to consumers
- ✚ Experience of problem solving within a customer centred environment

## Other Desired Attributes:

- ✚ Driver with use of a car
- ✚ Demonstrates a healthy lifestyle
- ✚ Basic understanding of chiropractic

## Interview Process:

- ✚ If your application is considered, we will invite you for an interview with the team
- ✚ You will be required to take an English and Mathematics aptitude test
- ✚ Further interviews may be required should we deem necessary

## Summary:

**DATE:** 12 JULY 2012  
**LOCATION:** IPSWICH, SUFFOLK  
**WAGE:** £7.00/HOUR  
**START:** IMMEDIATE  
**DURATION:** PERMANENT  
**TYPE:** PART-TIME  
**HOW TO APPLY:** CV AND COVER LETTER  
**COMPANY:** IPSWICH SPINE CLINIC  
**EMAIL:** [JOBS@IPSWICHSPINECLINIC.CO.UK](mailto:JOBS@IPSWICHSPINECLINIC.CO.UK)  
**WE WILL ONLY RESPOND TO EMAIL APPLICANTS SO PLEASE DO NOT TELEPHONE OR POST YOUR APPLICATION**

## ELIGIBILITY NOTE:

**It is unlawful to employ a person who does not have permission to live and work in the UK. Please ensure you have this permission before applying.**