

# Reports Administrator

We are one of the UK's leading privately owned mental healthcare providers. We specialise in arranging private outpatient mental healthcare for adults and children. Working across the UK we provide a wide range of services including psychiatry, psychology, and psychotherapy.

We now have an exciting opportunity for an individual who possesses both high quality proofreading and administrative skills to join our team.

You will be conducting a final review efficiently and effectively on patient reports. This is an extremely detail-oriented role, superior grammar, punctuation, and spelling skills are essential as well as flawless communicative and organisational qualities.

## About you:

- You will need to be confident, hardworking, and extremely organised, with strong literacy and IT skills.
- Excellent telephone skills
- Highly motivated individual able to work with minimal direction
- Exceptional administrative skills and attention to detail
- Proficient with Microsoft, knowledge of Office 365 and SharePoint is an advantage.
- Cheerful disposition with a positive attitude
- Clean Disclosure and Barring (DBS) check

You would be joining a fantastic company offering the highest levels of private mental health care throughout the UK. We pride ourselves on giving the very best service and support to every patient. In return, you will join a friendly team that truly cares and offers great benefits.

This is a remote role, with the option of working in the office on specific days. We offer flexible working hours covering a 40 hour week therefore are able to fit around busy lives.

If you would like a role where you are truly making a difference within hours that suit you then please get in touch.

**Contract length:** 6 months

**Job Types:** Flexible, Contract

**Salary:** Up to £21,000 per year DOE FTE