

Job description Administrative Assistant

Administrative duties:

- Triage incoming emails:
 - answering enquiries and directing them to the right person
 - Reply to emails for advice how to order via our website
 - Create tasks for prescription orders to Dr Frey
 - Create supplement orders
 - Upload blood results to the practice software
 - upload emails as patient notes to the practice software
 - Forward “difficult” emails to Dena
 - bring important emails to the attention of Dr Frey
- booking and rearranging appointments
- taking and making phone calls
- and other duties delegated from time to time as suitable

CountryHealth is a registered trademark, the CountryHealth logo a registered design

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Company registered in England and Wales No 9059874