



**Practice Co-ordinator and Social Media Assistant to join a renowned and Award-Winning Practice set within Pensthorpe Natural Park**

Situated at the stunning Pensthorpe Natural Park, Creative Chiropractic has grown to become a renowned patient centred Practice in Norfolk and has been Awarded the coveted Patient Partnership Quality Mark at 'outstanding' level.

We are now looking for a dynamic individual to join our exceptional team. We have a genuinely strong team ethos within an environment which is warm, friendly and professional whilst being very active and vibrant. Our culture is one of individual development and support and of adding value and providing excellence both for our patients and our team. Our Practice simply loves what it does!

The Practice Co-ordinator and Social Media Assistant is crucial to the patient's impression of Creative Chiropractic both within the Practice and via social media.

This role can be seen as a 'bridge' between the patient, the team, the business and its social media content. It plays a pivotal part in the smooth-running and growth of the Practice.

The key requirements are for you to be able to deliver outstanding patient care via face-to-face, telephone, e-mail and social media communication. You need to have the ability to work under pressure and multi-task (which is essential), to be organised with an attention to detail and a warm, calm and welcoming manner.

The position is full-time and offers 35 to 37 hours per week consisting of shifts as follows: Monday, Tuesday and Thursday 8.15am to 6.15pm (3 x 9-hour days), Friday 8.15am to 5.15pm (8-hours)

Plus, one Saturday morning a month 8.15am to 1.15pm (5-hours)

On occasions, there may be the opportunity / requirement to work up to an additional 2 hours per week flexibly on extra marketing-related tasks.

**How to apply**

Please complete the application form and send to [info@creativechiropractic.co.uk](mailto:info@creativechiropractic.co.uk).

**The closing date for applications is Friday 22<sup>nd</sup> February at midnight.**

**A selection event will be held on Friday 1<sup>st</sup> March between 8.30am and 1.30pm.**

If you wish to have an informal discussion, please telephone Linda, Practice Manager on **07825 730876**.

**For more details about the Practice:** [www.creativechiropractic.co.uk](http://www.creativechiropractic.co.uk)