

# **Physiotherapy Office Administrator and Receptionist**

An experienced receptionist / medical secretary is required for busy doctors' and physiotherapy office.

Hours: 8am-5pm. Punctuality, reliability and ability to multi-task is essential. Proven experience in Medisoft, liaising with patients, insurance companies and the hospital is strongly desired.

Applications with 3 current references in writing to:  
**Lizzie Peckett, Orthopaedic and Physiotherapy Associates**  
at [peckett@transact.bm](mailto:peckett@transact.bm)