



Physiological  
Measurements Ltd.

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### **Business Administration/ Customer Service Apprenticeship Job Advert**

Physiological Measurements Ltd. is a thriving and growing company and our lively and passionate Patient Management Centre team is now looking for an enthusiastic Apprentice to play a key part in delivering diagnostic services to the community.

We are looking for someone who will be able to learn and grow with the job, and become a full member of the team taking responsibility and pride in delivering high standards of customer service. As customer service and administration are the primary elements of this role, we will enrol you on a Business Administration or Customer Service Level 2 Apprenticeship.

The role will be varied and each day will always be different. One day you could be booking Consultant and Nurse practitioner appointments in discussion with patients, or you could be offering non-clinical advice and information regarding procedures, arrangements, patient queries. The next day you may be required to be the first point of contact to our patients and stakeholders, screening and filtering calls appropriately or booking transport for community clinic journeys.

Whatever the day brings, a patient centred approach is at the core of what we do and data needs to be handled in accordance with data security and you will be fully supported with learning this.

We require caring, compassionate people to join our ever expanding team. You will need to have a good command of English as you will be talking to patients, we also require you to have a basic level of IT competence.

On successful completion of the Apprenticeship, we will be looking to offer a long-term opportunity within the business for the right candidate. We would like to find someone that can progress within the organisation and potentially grow into a role as PMC Administrator or Team Leader, depending on their interests and strengths.

Send your CV to us today!

Job Type: Apprenticeship

Salary: National Minimum Wage for Apprentices

Education: Secondary education

Contact: Emma Glynn, PMC Manager [e.glynn@pml.tel](mailto:e.glynn@pml.tel) 01691 676 496 (Option 2)