

Orassy Kendron: long term, part time Receptionist role

At the Orassy Kendron, we work with leading Quantum Health Technologies in order to assess, treat and transform people's health and life state. Our centre is based near Canary Wharf and there are some opportunities currently available.

If you are looking for a more active role within the centre, we are currently looking for:

RECEPTION

- Criteria for the role: English speaking, enthusiastic, well presented receptionist who are capable of dealing with various administrative tasks, co-ordination of room bookings and associated factors which includes the whole centre, client follow ups and taking responsibility for the smooth daily running of the centre.
- Good communication skills and computer literacy is important. We would prefer somebody who can see the bigger picture whilst prioritising smaller details. Attention to detail and systematic processing of information with the ability to multi-function would be ideal.
- The hourly rate is £7 (not PAYE). Flexible hours might be needed from time to time, but generally our open hours are week days between 10am and 6/7pm.
- Part time work between 2 - 4 days per week during office hours with advanced notice of either evening or weekend work.
- We are looking for somebody who wants to learn and grow with the company and commit on a long term basis. As we are a rapidly expanding business, there is massive growth potential within the company (no limit to earning potential) and we are looking forward to meet somebody who is willing to work and grow with us.
- The role includes experiences on all levels and offers a lot of variety.
- General Microsoft, Excel, Word etc. and computer administration skills needed. Accounting and book keeping skills would be very helpful.

Please send CV's to annelie@orassy.com before 20th August 2016. Interview from 25th August 2016 onwards. Thank you

We are also looking for therapists, doctors or scientists who would be interested in collaborating with us in various fields, including research, sales or those looking to expand their own professional practice. Using our integrative health system and associated technologies, practitioners can improve results they are currently achieving or add another dimension to their existing practice. We also offer various training courses and internships.

If you are interested in Transformation through Self-Exploration and Integration while enjoying the beauty of Indonesia, Australia, Italy or Cyprus, have a look at the Life Encounter Journeys we offer throughout the year. Indonesia in January is an absolute must for everyone.

We also have beautiful therapy rooms and a studio/seminar room available for hire at our Westferry Docklands centre which is a 2 minute walk from the station.

For more information, please contact Annelie on annelie@orassy.com. Please feel free to look at our website: www.orassyultimatehealth.com.