

Medical Receptionist/Administrator

Full / Part time positions available.

Days/hours to be agreed but candidates must be able to be on duty from 8am on some days and to 6pm on others.

Salary dependent upon qualifications and experience. NHS Pension Scheme option, uniform provided, generous leave entitlement.

The main focus of this role is interaction with patients and visitors to this very busy and expanding GP Practice. Duties include making appointments, dealing with a broad range of enquiries and general administrative duties.

Candidates must have well-developed interpersonal and communication skills, be very people-orientated, have an empathic and non-judgemental approach, understand the importance of strict confidentiality and have a sound customer service background.

Previous experience in a GP surgery an advantage but is not essential as full training given. The ability to be flexible in order to cover for colleagues on leave will be necessary.

Applications should be made via email to trish.hawittpalmer@nhs.net attaching CV.

Closing date: 6pm Friday 17th November 2017