Practice Vacancy

Medical Receptionist

We are looking for an enthusiastic, well-motivated individual to fit into our friendly team. The successful candidate will demonstrate excellent interpersonal, communication and organisational skills, together with the ability to work well under pressure and have a can-do attitude.

Duties will include booking appointments, answering the telephone, greeting patients, dealing with patient queries, and much more in this very diverse role.

The ideal candidate wil have NHS experience and be familiar with SystmOne. Consideration would also be given to candidates that have Reception or Customer Service experience as full training will be provided. You must be computer literate and have the flexibility to provide holiday cover

Working hours:
Mon 8.00am-6.00pm, Tue 8.00-1.00pm, Wed 1.00pm-6.30pm,
Thur 2.00pm–6.00pm

23.30 hours per week.

Closing date:
16/06/2022

To apply please send your CV to Donna.Fletcher2@nhs.net