

ELY BRIDGE SURGERY

Receptionist Job Advert

Do you pride yourself on your excellent communication skills? Can you deal with people kindly and sensitively, both face to face and on the telephone? Do you have good IT skills? Would you describe yourself as organised and calm in a crisis? Can you be flexible about the sessions you work?

We are a friendly team at a busy and sometimes challenging GP Surgery and are looking for someone to join us as a permanent medical receptionist, working 28.5 hrs per week over 5 days Monday to Friday (Examples of sessions: 7:45am to 1:15; 7:45am to 1:45pm; 8:00am to 1:30pm; 8:00am to 6:35pm, 1:15pm to 6:35pm)

As a receptionist at the practice you will be working as part of a team to provide first line contact with our patients and visitors, both face to face and on the telephone, booking appointments and answering queries; processing prescriptions and providing clerical support

Our staff enjoy 27 days paid holiday plus bank holidays and contributory NHS pension scheme (if eligible).

Please note that due to the volume of applications we can only respond to candidates who are shortlisted for interview.

Applications should submit a CV to the Reception Manager at Ely Bridge Surgery or email practice.manager.w97040@wales.nhs.uk