

Part time receptionist - Sele Medical Practice, Hexham

We are seeking two friendly, conscientious people who can work under pressure efficiently and productively. They must be committed to providing excellent patient care, and be reliable with a professional approach to work.

The ideal candidates will have an empathetic manner, excellent communication and IT skills with a preferred working knowledge of EMIS Web, particularly regarding medication. Training on computer systems and internal processes will be provided.

These part time posts (hours negotiable to fit in with current team) attract 5 weeks' annual leave (pro rata) and an NHS Pension

For an informal discussion about the posts please contact the Business Manager, Anne Brooks or Head receptionist, Nina Watt

Closing date for applications: 5pm Friday 19 November 2021.