

Denburn Medical Practice

DENBURN MEDICAL PRACTICE PART-TIME MEDICAL RECEPTIONIST 30 HOURS PER WEEK

We have a vacancy for a part-time medical receptionist to join our friendly, large and busy City Centre General Practice.

The hours of work as follows:-

Monday & Tuesday	2.00pm - 6.00pm
Wednesday & Thursday	8.00am - 12.00noon and 1.00pm - 6.00pm
Friday	2.00pm - 6.00pm

Applicants should be enthusiastic, reliable, with excellent interpersonal skills, and be able to work as part of a team. You will be well organised, able to prioritise your own workload, and have experience of dealing with the public.

Previous reception and computer experience are essential. Experience of EMIS clinical system is desirable but not essential as full training will be given.

For a job description and application form please contact Margaret Reid, Interim Practice Manager, or Matthew MacDonald Assistant Practice Manager on 01224 643333 or e-mail Margaret.reid10@nhs.net matthewmacdonald@nhs.net closing date for applications is 11th December 2015