

Part time receptionist - Sele Medical Practice, Hexham

We are seeking a friendly and conscientious person to join our professional reception team. Flexibility is required to cover sickness and other absences.

The ideal candidate 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.

This part time post will include the following hours (minimum 16):

Wednesday 13.00 – 18.30

Thursday 08.00 – 13.00

Friday 13.00 – 18.30

The post also attracts 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 3 June. Interviews w/c 6 June.