

Alveley Medical Practice

VACANCY

Medical Receptionist/Administrator

A part time medical receptionist/administrator is required to join our friendly team at Alveley Medical Practice. This is a front of house position, working closely with clinical colleagues to ensure our patients receive the highest standard of care.

The role requires excellent customer service skills as you will act as the first point of contact for patients and visitors to the Practice.

The post holder will need to be able to work quickly and accurately while also keeping calm under pressure and remaining professional at all times.

The role involves communicating directly with patients and visitors, book appointment, answer telephone enquiries, general administrative tasks and working as part of the multi disciplinary team.

Before applying for this post please view the Vacancies section of our website www.alveyleymedicalpractice.co.uk for job description and your data rights.

Previous experience of medical reception is desirable but not essential as full training will be given.

- Minimum of 18 hours over 2 days.
- Working Monday and Tuesday two shifts. Shift 1 is 8.30am – 12.30pm. Shift 2 is 1pm – 6pm.
- Commencing June/July 2021
- Salary depending on experience but, minimum wage guaranteed.

To apply please forward a covering letter and CV via Indeed or post directly to:

The Deputy Manager, Alveley Medical Practice, Village Road, Alveley, Bridgnorth. Shropshire. WV15 6NG.

Deadline for applications 28 May 2021.

Applications will be considered as they are received and interviews will be arranged accordingly. We reserve the right to close adverts early, for example, where we have received an unprecedented high volume of applications. Therefore please apply early to ensure you are considered for the post.