

Vacancy for Medical Receptionist

Location: Field House Medical Group - Grimsby

Salary – Competitive

Hours – 37.5 a week (could discuss part time if the right candidate)

Rota – Flexible (to include evenings and weekends as required)

Field House is a busy General Practice serving a population of over 13,000 patients. We are looking for two Medical Receptionists with excellent interpersonal and IT skills to join our friendly team.

Suitable candidates will be flexible, willing to cover leave and have the ability to work as part of a team in a busy and dynamic environment. Discretion and experience of working with the public are essential. Experience in Primary Care settings would be an advantage but not essential as full training will be provided.

This is a varied and interesting role covering all aspects of Medical Reception and Administration duties using EmisWeb.

Applicants will need to have good IT skills and experience of reception work, preferably in a medical environment.

For further details please contact

Chloe Allison or Sara Dockray on 01472 254600

Closing date 22nd June 2018 but please be aware we may close it sooner if we receive a high number of applications.