**Brookmill Medical Centre**

**RECEPTIONIST VACANCY**

**35 Hours Per Week**

Brookmill Medical Centre has a new exciting opportunity for an experienced medical receptionist to join the administration team.

We are a large, friendly training practice of just over 9000 patients. Our ideal candidate would be team orientated, resilient and flexible with good customer service and interpersonal skills. This is a great opportunity for anyone wanting to become part of a successful practice.

**Hours of work**

**Monday:** 9.30 – 6.30 (1 hour unpaid lunch)

**Tuesday:** 9.30 – 6.00 (1 hour unpaid lunch

**Wednesday:** 8.30 – 4.30 (30 minute unpaid lunch)

**Thursday:** 8.30 – 4.00 (30 minute unpaid lunch**)**

**Friday:** 1.00 – 6.30

* Competitive terms and conditions offered
* Experience of working in a GP surgery preferred but not essential as training will be provided for the right candidates
* EMIS, Docman and AskMyGP
* Excellent telephone, communication and IT skills required
* Ability to work in a pressurised and fast paced environment
* Able to work on own initiative and as part of a well-established team
* **Ability to prioritise workload in a busy environment is also required.**
* Flexibility to cover sickness/holidays as and when needed

This is a multi-skilled role, the candidate should be confident in making appointments, dealing with prescription requests, answering telephones, assisting patients with their queries and routine administrative duties relevant to the position.

The applicant will be required to undergo a DBS check prior to employment.

To apply, please submit a CV and covering letter to:

**Lorna.leonard1@nhs.net** or by post to;

Mrs Lorna Leonard, Assistant Practice Manager, Brookmill Medical Centre, Leigh, WN7 2RB

**Closing date: Friday 21st October**

**Interviews Monday 31st October (successful candidates will receive invite to interview no later than Wed 26th October)**

The surgery reserves the right to close this vacancy early if the right candidates are found