

## Medical Receptionist

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Company: Lifeline Personnel

Location: East Grinstead

Category: other-general

Medical Receptionist (GP Receptionist) East Grinstead area 11.00 - 12.00 per hour, depending on experience. Temping and ongoing placements. Full and Part-time hours available. We require EMIS or System 1 trained Medical Receptionists who are looking to join a growing and enthusiastic Medical Practice team. Your duties will include:- Booking appointments into the CRM system- Taking calls and speaking to patients- Handling queries in a time-effective manner- Organising and prioritising your workload- Travelling between the sites when required About you:- MUST have experience with EMIS web / System 1 (PLEASE NOTE - if there is no experience with EMIS web or System 1 you will not be considered).- Positive, can-do attitude and attention to detail- Patient and kind with a great telephone manner- Well-presented and professional If you are System 1 or EMIS trained please send your CV to Hayley.Farmer @ lifelinepermanent.com along with the postcodes that you are interested in, for more details and application - or click apply now. **Skills:**

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