

Part Time Receptionist / Admin Vacancy - Bridgewater Medical Centre

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Company: NHS Scotland

Location: Erskine

Category: office-and-administrative-support

15 Kilpatrick Drive, Erskine PA8 7AF

We have a vacancy available at Bridgewater Medical Centre for a new part time receptionist. The post is 20 hours a week Monday - Friday which will alternate morning sessions and afternoon sessions. Regular overtime will also be available, and staff will be expected to cover holidays.

We are a small team here at Bridgewater who look after around 2150 patients in the local area, so any experience in general practice/Emis/Docman would be helpful although not mandatory.

There is a six month probation period, after which the hourly wage will increase.

Responsibilities will include; answering phones, booking appointments, covering staff holidays, dealing with patients face to face, filing mail, opening/closing the surgery and writing/sending referrals.

The position comes with 25 days holiday per annum, not including the 8 yearly public holidays.

Interested applicants should submit a CV and covering letter to Jordan Crawley, Practice manager at:

Any other enquires about the position please do not hesitate to contact us on 0141 812 2022
- Urban Practice

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