

Receptionist

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Company: New Appointments Group

Location: Romney Marsh

Category: office-and-administrative-support

Receptionist needed in Romney Marsh with an immediate start!

Our established client in Romney Marsh is looking for an experienced Medical Receptionist to join their clerical team on an on-going temporary basis.

The successful candidate will have previous admin experience within a GP surgery and have great communication skills. This role also requires a standard DBS.

Duties include managing inboxes, telephone and email correspondence, filing and other general administrative duties.

This is a part time role, working 3 x 11 hour shifts per week. Monday, Tuesday and Friday - 07:45 - 18:45.

Salary: £11.35 p/hour

For any further information please don't hesitate to contact New Appointments Group on 01304 227722.

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