

# Job Advert – Receptionist required

Closing Date: 18.09.2018

Interviews: 26.09.2018

Job Title: Part time Medical Receptionist/Administration

Location: St George's Crescent Surgery, Wrexham

Hours: 20 per week

Shift pattern - Alternative morning and afternoon shifts between hours of 8.30am and 6.30pm

Wage: Above minimum wage

Duration: Permanent

Description: Must be a team player with good communication and computer skills. Duties will include dealing with telephone calls, booking appointments, dealing with patients face to face, producing prescriptions and all other medical reception and administration duties including typing as required. Knowledge of the INPS Vision computer system would be a great advantage. The successful candidate will have to be flexible, working different/additional shifts to provide cover for absent colleagues if required.

How to apply: You can apply for this job by completing the application form and sending with a covering letter to:

The Practice Manager  
St George's Crescent Surgery  
40 St George's Crescent  
Wrexham  
LL13 8DB

or by email to:

david.collins@ wales.nhs.uk