



## Patient Co-ordinators

We are looking for positive, forward thinking, and proactive people to join our growing team.

The role would particularly suit someone who has experience of working in an admin, reception, customer service role, looking to work in a reception/admin environment. The role will give the new recruits the opportunity to learn about the work undertaken in a GP practice environment and gain practical knowledge and skills associated with a healthcare setting. The role has a wide range of reception and administrative duties and the provision of general support to the clinical, non-clinical team and patients. Duties will include; greeting and directing patients, taking/making phone calls; new patient registrations, booking appointments, processing of information (electronic and hard copy) and assisting patients as required. The ideal candidates will enjoy variety, have strong IT skills, a polite & confident telephone manner and excellent communication and customer service skills.

We have part-time and full time positions working over 5 days a week Monday to Friday due to Maternity Leave and our ever-growing Practice size.

If you are interested please send your CV to  
[whccg.WistariaPractice@nhs.net](mailto:whccg.WistariaPractice@nhs.net)  
For the attention of Rachel Plumb, Team Leader  
Closing date 30<sup>th</sup> September 2022