

Medical Receptionist – 24 hours per week - £12.00 per hour

We are looking for an enthusiastic person to join our team in a very busy Health Centre in Montrose, we are looking for a hardworking, reliable, conscientious person who works well within a team as well as independently.

Previous experience of general practice would be preferred but consideration will be given to previous experience within a fast paced environment. The ability to work under pressure is essential to this role.

DUTIES INCLUDE:

- Answering incoming calls from patients and other healthcare professions.
- Ensure all patients and visitors are greeted in a professional manner.
- Deal with administrative queries and requests from patients.
- Booking and cancelling appointments over the telephone and face to face.
- General administration and reception duties, such as dealing with mail, filing,
- Maintain accurate records using specialist software.
- Provide clerical/admin support to colleagues and health care professionals

KEY SKILLS:

- A presentable and confident person with good communication skills
- A willingness to be flexible and adaptable
- A willingness to undertake training in line with continuous professional development plans

Informal enquiries and further information available from Wendy Calder 01674 667022 or e-mail: wendy.calder@nhs.scot or Debbie Beattie, Reception Supervisor, TEL: 01674 676161.

Applications including cv and covering letter to be addressed to wendy.calder@nhs.scot or

Closing date for applications 30th April 2024

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