

Mannamead surgery – Medical Receptionist **P/T 24hr + (maternity Cover)**

Mannamead Surgery is a busy urban/suburban city general practice, covering a list size of 9150. The practice has an area of 1.5 miles radius which includes the districts of Mannamead, Hartley, Mutley, Peverell, Efford & Eggbuckland.

An exciting opportunity has arisen for a medical receptionist to cover general reception duties covering a maternity period of approx. 12 months. Experience of working within a General Practice or NHS setting is desirable but not essential.

We are looking for an enthusiastic, motivated and proactive candidate to further enhance our high quality care to all our patients. The team is well established and the successful candidate must be a team player. In addition a good understanding of patient confidentiality, data protection, excellent communication and IT skills would be beneficial and the ability to work flexible hours (ranging from 7.45am starts to occasional 8.30pm finishes).

For further details regarding this post please email your CV to lorna.taylor11@nhs.net stating Receptionist Post in the subject box.