

MOUNT ORIEL MEDICAL PRACTICE
Knockbreda Wellbeing & Treatment Centre
110 Saintfield Road, BELFAST BT8 6GR

MEDICAL RECEPTIONIST (part time permanent)
location Belfast

Our GP Practice opposite Forestside in South Belfast is a friendly, well organised Practice. We are looking for an enthusiastic, well motivated team member to join our busy, supportive team. The post is permanent.

20 hrs per week – Wednesday 9 – 6, Thursday 2 - 6, Friday 9 - 6.

Duties:

Greeting patients in a polite friendly manner at reception and on our busy phone lines.

Managing the appointments for the practice team.

Dealing with requests for acute, repeat prescriptions, house calls, ambulance transport, interpreter bookings, flu and covid vaccine bookings when required.

It – Accessing the practice email system, document scanning, data entry and text messaging systems.

Test results – delivering results and coding accordingly.

Providing information regarding practice services

Maintain a tidy reception desk and waiting room.

General office duties as required.

Organising, filing and maintaining patient records.

(Full job description will be forwarded on application)

Criteria:

Customer facing experience essential (desirable to include telephone & face to face contact)

4 GCSE's @ grade A – C to include English (Maths or equivalent is desirable)

Fully computer literate

Evidence of working in a team & on own initiative

Ability to prioritise, multi task, work well under pressure, and be accurate in your work.

Excellent communication & organisational skills

Flexibility to cover sickness & holidays.

Free On-site parking. NHS pension scheme. Morning Tea breaks during shift. Permanent post. Starting hourly rate from £11.66 which will be reviewed after probationary period.

To apply for the above vacancy please forward your CV to Recruitment.200136@gp.hscni.net or contact our Practice Manager Debbie Nield on 028 97442278 for more information.

Closing date for applications Monday 16th September at 5pm.

Interviews to be held on Tuesday 24th September pm