

MAINE MEDICAL PRACTICE AHOGHILL & CULLYBACKEY

Maine Medical Practice wish to recruit a part-time Medical Receptionist with expected hours of 32 per week working Monday, Tuesday, Thursday & Friday 8.30-5.30pm.

We are a dynamic, growing practice working under one GP partnership with approximately 10,500 patients registered in total and we would like to recruit an enthusiastic individual to join our reception team and help to deliver an excellent and efficient service to our patients.

ESSENTIAL QUALIFICATIONS & EXPERIENCE

4 GCSE's (Grade A-C) to include English Language and Maths plus 2 year's administrative experience

OR

NVQ Level II in Administration or Customer Service plus 2 year's administrative experience

OR

A minimum of 2 years' experience of working in General Practice or a related environment. In addition to the above applicants must be computer literate in the use of Microsoft Word & Excel.

DESIRABLE

Experience of EMIS Web GP Clinical System

Medical Terminology

Salary – starting at £11.44 to £11.96 depending on skills and experience with a potential increase after a 6 months probationary period.

HSC Pension scheme available.

Annual leave – 30 days annual leave per year & statutory leave (pro-rata).

Only those applicants who clearly state on their application form that they have the required level of qualification/experience will be considered for interview.

Closing date for completed applications is Thursday 19th September, 2024 @ 5pm.

Application forms can be obtained by contacting either practice:

Maine Medical Ahoghill on 028 2587 1200 or email: reception.z00304@gp.hscni.net

Maine Medical Cullybackey on 028 2588 2222 or email: reception.z00328@gp.hscni.net

Or email: recruitment.z00328@gp.hscni.net