



Oakfields Health Centre, Hamsterley Colliery, NE17 7SB

Receptionist / Administrator

Hours per week: 25 hours (Monday to Friday)

Job Type: Fixed Term Contract

Salary: Dependent on experience

Base: The practice is based in Derwentside County Durham

We are looking for an experienced person to work as a Receptionist / Administrator within a busy, modern GP dispensing practice. The post will involve working as part of a small admin team to provide a combination of front of house reception work and general practice administration. Excellent customer service skills, good telephone manner and strict confidentiality is essential. Experience of working as a receptionist and administrator in a GP practice setting is preferred.

One year fixed term contract with potential for substantive position at the end of this period.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

Closing Date: Monday 5th March
Interviews: date to be arranged

Please apply via the NHS Jobs website – Ref No: J180-A-18-194697

For further information, please contact: Lesley Garfoot, Office Manager
Tel: 01207 560206