



Vacancy

Medical Secretary

Code MS004

Applications to	:	recruitment.gps@nhs.net
Reference	:	MS004
Start Date	:	ASAP
Working pattern	:	16 hrs to 32 hours per week over 3 – 5 days per week
Salary	:	£9.50 per hr
Closing Date	:	11 th November 2018
Job Description	:	Medical Secretary

An exciting opportunity has arisen for the position of Medical Secretary within our Administration Team at GPS Healthcare

We are looking for an enthusiastic and experienced Secretary to join our team of Medical Secretaries.

This busy role requires excellent communication, IT, secretarial and audio typing skills to be able to manage a broad range of Medical Secretary duties in a professional and confidential manor.

Duties include coordinating medical referrals, typing letters, liaising with the public, dealing with queries from patients and all levels of staff, data entry and general administration.

Previous Medical Secretary Experience and General Practice experience is desirable but not essential.

If you would like to chat through the role, or come and meet us to discuss how or practice works please do get in touch.

We look forward to hearing from you and receiving your application

- *Job Description, Support Pack and Privacy Notice can be accessed from the Website*