

Job description

Cardigan Health Centre are looking to employ a part-time Medical Receptionist for a busy GP practice to work flexibly and on a rota system between the hours of 8 am - 6.45 pm Mon - Fri.

****Must be able to commit to the rota system between those times and must be willing to work overtime on occasions to cover annual leave/sickness****

Please note: We have 2 positions available... one at 5 hours per day, 5 days a week and the second at 3 hours per day, 5 days a week.

***Job Role**

The position involves working in a busy team environment undertaking telephone work and carrying out various administrative duties. Duties will include dealing with patients over the phone and face to face, liaising with GP's and other healthcare professionals and undertaking a wide variety of daily administrative tasks in order to ensure smooth running of the Practice. A commitment to adhering to strict confidentiality protocols is essential.

***Person Specification**

Candidates should, ideally, have worked in a similar role within the medical industry and must possess strong interpersonal and customer service skills. The ideal candidate will have the proven ability to undertake multiple tasks under pressure and possess an excellent telephone manner. Good communication skills and an ability to record detail accurately are also essential. The ability to speak Welsh is desirable, although not essential.

***Prospective candidates will need to demonstrate the following:**

Good organisation and ability to prioritise effectively

Self-motivation and commitment to a busy role

Ability to listen and anticipate

Strong IT skills including Word and Excel and Outlook

Smart and presentable appearance

A calm and professional manner and an adaptable approach to work

Ability to deal with a wide range of people in sometimes demanding and emotionally difficult situations

Ability to listen carefully, understand patient requirements quickly and record accurately

Good team ethos and a commitment to working effectively as part of a wider multi-disciplinary team

Adherence to strict codes of confidentiality at all times

Please forward a CV and covering letter via email to Fern.James@wales.nhs.uk or alternatively you can post / drop one in to the surgery for the attention of Fern James at:

Canolfan Iechyd Aberteifi, Canolfan Integredig Aberteifi, Aberteifi SA43 1JX

Cardigan Health Centre, Cardigan Integrated Care Centre, Cardigan SA43 1JX

Part-time hours: 15 and 25 per week

Application deadline: 26/07/2021

Interview date: TBC