

## **RECEPTIONIST/ADMINISTRATOR**

*New Forest Central Medical Group*

New Forest Central Medical Group is a friendly, enthusiastic and dynamic practice serving over 7,500 patients from surgeries in Brockenhurst and Sway. We are seeking two part-time Receptionists to work at both sites; **flexibility to cover extra hours is essential.**

### **Administrator / Receptionist x 2**

**Part-time permanent (16 hours per week minimum)**

A busy 3-partner GP Practice is seeking two enthusiastic administrator/receptionists to join our very friendly team at our surgeries in Brockenhurst and Sway, Hampshire. The roles are principally receiving patient calls but also a variety of other admin duties, inclusive of coding and processing prescriptions. The surgery has high levels of patient satisfaction and a pleasant working environment. Excellent telephone and administration skills and the ability to work under pressure is essential. Previous experience preferred but not essential.

**Hours of work:**

To be agreed. There will also be the opportunity for other hours to cover holiday etc.

**Benefits include:** generous NHS pension, 28 days paid annual holiday, free parking

**Salary range:** £9.50 per hour increasing after probation period.

Please see our website for more information about the Surgery:

<https://www.newforestmedicalgroup.co.uk>

Please send a CV via Mandy Martin-Mayes, Reception Manager at: [mandy.martin-mayes@nhs.net](mailto:mandy.martin-mayes@nhs.net)

Due to the high volume of applications we receive for our roles we reserve the right to close all vacancies earlier than the advertised date without notice.