

Relief Medical Receptionist to cover holidays throughout the year – (Variable Hours- Average 16 hours over approx 20 weeks) Killearn Health Centre, Balfron Road, Killearn. G62 9NA

Killearn Health Centre is looking to recruit a relief receptionist to cover planned periods of staff annual leave. This may suit somebody with current or previous experience of reception work looking for a flexible part time role. The successful candidate will deal with patient and hospital enquiries both in person and on the telephone, book appointments, file documents and undertake general admin duties. Ideally you will have previous experience of a medical reception preferably with audio typing skills but we would welcome applicants with general reception experience. The contract is flexible but over approximately 20 weeks of the year hours would vary between 12 and 30 per week with the average being 16. Salary is dependent on experience.

Application by CV and email only to fay.smith2@nhs.net Closing Date 24th June 2016