

**Part-Time Medical Receptionist Killearn Health Centre, Balfron Road, Killearn.
Killearn Health Centre,**

A 4 partner GP practice is looking to recruit a Part time Medical Receptionist to 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. You must be able to demonstrate excellent communication skills, organisational and IT skills. have an ability to multi task and be able to work as part of a team as well as able to use your own initiative. 16 to 23 hours per week. Salary dependent on experience Application by **email only** to Alasdair.macdonald@nhs.scot