An opportunity has arisen for a highly organised individual to support the Federations/PCN operations team including the training hub services.

The post holder will provide general administrative support and co-ordination of daily activities to the Operations Manager and Training Manager for example arranging meetings, preparing agenda as instructed and production of minutes and/or action notes. They will also be required to communicate professionally and courteously at all times with both internal and external colleagues and stakeholders.

The successful candidate must have excellent organisation and communication skills and also proficient in the use of Windows based software including Microsoft Word, Excel and Powerpoint.

If this sounds like you, we would like to hear from you. See the attached Job description for more information about the role.

PML was founded in 2004 by a small group of General Practitioners, with the main aim of ensuring that local NHS healthcare professionals had an opportunity to bid for, and provide, innovative primary care services in their local area. In the years since it was formed, the organisation has grown and now more than 60% of GP practices in Oxfordshire and 30% of those in Northamptonshire are associated with PML. We are a ‘not-for-profit’ organisation, which means that all the money we generate through service contracts is invested back into providing patient care.

You can apply through NHS Jobs at [Administrative Coordinator (Federations/PCN Operations) (jobs.nhs.uk)](https://www.jobs.nhs.uk/xi/vacancy/916877866)

## Or check Reference number : J158-A-21-2746

## on the NHS Jobs’ website