Full time Assistant Practice Manager.

Strawberry Hill Medical Centre in Newbury, Berks is seeking an Assistant Practice Manager to support the Admin Teams and the Practice Manager.

Suitable candidates will be able to lead and manage the admin and secretarial teams and support the Practice Manager with Finance, HR, Premises/Facilities and IT (hardware and software).

Confident in using spreadsheets for data monitoring, the role will support the practice in moving forward towards a paper light and technology based practice.