This is an exciting opportunity for an experienced receptionist to join a friendly and high achieving practice with circa 12,000 patients.

Previous general practice experience is preferred, but not essential as training will be provided.

* We are looking for someone who is flexible with excellent communication, customer service and interpersonal skills who enjoys dealing with the public.
* Good telephone skills are essential and the successful applicant will have experience in using computer equipment for data entry.
* The Practice is an EMIS WEB user.
* Competitive Salary with 4 weeks (Pro-rata) annual leave.
* NHS Pension Scheme Membership.
* Hours negotiable

If you think you have the skills and experience essential for this position and would like to join our team, we would be pleased to receive your application. Please apply in writing sending you CV for the attention of the Practice Manager to: **bwccg.emmergreenjobs@nhs.net**