

# The Practice @ 188

## Receptionist Advert

Join our friendly, forward-thinking team at The Practice @ 188. We are very centrally located in Golders Green, where we have been established for the past 80 years. We are a well organised, efficient Practice and provide high quality, patient-centred care within a close working team. We have a list size of 8300 patients and growing.

We are looking for someone who is enthusiastic, friendly and hard-working who will be able to work calmly and efficiently under pressure. You must have excellent communication skills and be confident in the use of basic computer software.

Your duties will include answering incoming telephone calls and dealing with them appropriately, booking and cancelling patient appointments, liaising with other healthcare organisations, receiving and processing internal and external emails and tasks and dealing with patient and visitor queries at the front reception desk.

Previous experience within the healthcare and customer service sectors is highly desirable. EMIS software experience preferable.

Job Title: Receptionist

Salary: £9 per hour, depending on experience

Job Type: Permanent

Working Pattern: Approximately 24 hours per week (negotiable) Monday-Friday

To start as soon as possible.

Closing Date: 24 December 2020

To apply for this job, please send your CV and a covering letter to **Mr Ryan Bentley** at [ryan.bentley@nhs.net](mailto:ryan.bentley@nhs.net) or by post to The Practice @ 188, 188 Golders Green Road, London, NW11 9AY. Tel: 0208 298 6498