

ACLE MEDICAL PARTNERSHIP



A vacancy has arisen for a Medical Secretary 18½ hours per week

You are required to provide general support to the, Doctors, Practice Manager and Health Professionals involving audio typing, being responsible for patient referrals, communicating with doctors, hospitals and patients.

This position will be on a job share basis of 18½ hours per week with the flexibility of working fulltime when required. The ideal candidate should have proven experience in a similar environment with excellent secretarial and communication skills. This role is varied and demanding and the person appointed should be able to work effectively and efficiently.

Please telephone Teresa Randall or Vicky Docwra for further details, full job description and personnel specification on 01493 717796.

Closing date: Friday 4th March 2016.