



**The Portland Practice & Hatherley Branch Surgery
Cheltenham**

Medical Administrator/ Receptionist Vacancy

We are looking for a MEDICAL administrator to join our busy, friendly team. The vacancy is based over our two sites at Portland Practice, St Paul's Medical Centre, and our Hatherley Branch Surgery but mainly at Portland Practice. Flexibility to work additional hours to cover holidays and sickness may be required. The ideal candidate will have excellent IT and communication skills. Previous experience in a health care and administrative environment would be desirable.

Additionally the successful candidate will also be trained as a medical receptionist first in order to support the practice and then trained as a medical administrator.

**This is a 37.5 hour vacancy. Candidates need to be available
to cover opening hours
From 08:30 until 18:30**

**Closing date: 31st August 2019
Interview date: (TBC)**

A full job description and application form are available on the Practice's website www.portlandpractice.co.uk

Completed applications should be sent to:

Steve Eckford
Reception Manager
(Contact details on application form)