

Our Health Partnership

OHP A healthy future for patients and practices

Surgery Name:	Lordswood Medical Group
Job Title:	Receptionist
Salary:	TBC
Description	
<p>Lordswood Medical Group is looking to recruit two part time Receptionists to our busy, friendly reception team.</p> <p>The positions offered will be predominantly based at Quinborne Surgery in Quinton, however, there will also be the opportunity to cover for holidays and absence at the two other surgeries in our group; Lordswood House Surgery and Quinton Family Practice.</p> <p>Post 1 Monday and Wednesday 9am – 6.30pm & Friday 9am – 1.30pm</p> <p>Post 2 (Maternity cover) Tuesday, Wednesday and Friday 1 – 6pm & Thursday 1.30 – 6.30pm</p> <p>If you have excellent telephone and communication skills as well as being a good team player we would like to hear from you. Experience of SystmOne would be an advantage, however, training will be provided to the successful candidates. Flexibility is essential to cover for holidays and absence.</p> <p>Please see the job description and person specification for further details about the role. For information about Lordswood Medical Group please visit www.lordswood.org.uk</p>	
How to Apply	
<p>Please apply by emailing your CV and covering letter detailing your experience and the skills you will bring to the role to Emma Gray, Deputy Practice Manager at emma.gray19@nhs.net</p>	
Contact Name:	Emma Gray
Contact Title:	Deputy Practice Manager
Contact Email:	emma.gray19@nhs.net
Contact Telephone:	0121 426 2030
Contact Address:	54 Lordswood Road, Harborne, Birmingham, B17 9DB
Closing Date:	12 noon on Wednesday 20th March 2019