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| **Surgery Name:** | Wychall Lane Surgery |
| **Job Title:** | Administrator |
| **Salary:** | TBC |
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| **Description** | |
| Wychall Lane surgery are looking for an Administrator to join our team , 15 hours per week  Key responsibilities are to provide cover for Repeat prescriptions, Scanning, Readcoding and to assist the Practice Manager in general administration duties.  Full a full job description please contact the Practice Manager | |
| **How to Apply** | |
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| **Contact Name:** | Linda Guest |
| **Contact Title:** | Practice Manager |
| **Contact Email:** | Linda.guest@nhs.net |
| **Contact Telephone:** | 0121 451 4990 |
| **Contact Address:** | Wychall Lane Surgery  11 Wychall Lane  Kings Norton  Birmingham  B388TE |
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| **Closing Date:** | 14 June 2018 |