

|  |  |
| --- | --- |
| **Surgery Name:** | Wychall Lane Surgery |
| **Job Title:** | Administrator |
| **Salary:** | TBC |
|  |
| **Description** |
| Wychall Lane surgery are looking for an Administrator to join our team , 15 hours per weekKey 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** |
|  |
|  |
| **Contact Name:** | Linda Guest |
| **Contact Title:** | Practice Manager |
| **Contact Email:** | Linda.guest@nhs.net |
| **Contact Telephone:** | 0121 451 4990 |
| **Contact Address:** | Wychall Lane Surgery11 Wychall LaneKings NortonBirminghamB388TE |
|  |
| **Closing Date:** | 14 June 2018 |