

Our Health Partnership

OHP A healthy future for patients and practices

Surgery Name:	Yardley Wood Health Centre
Job Title:	Receptionist
Salary:	£8.00 - £9.00 per hour (depending on experience)
Description	
<p>Yardley Wood Health Centre is seeking an experienced receptionist to join their existing team.</p> <p>Acting as the first point of contact for the Practice, the reception team is required to receive and assist patients, applying appropriate care navigation.</p> <p>Previous experience is essential and candidates should be able to demonstrate skills gained in registrations, appointments booking, prescription requests and general administration duties. A strong working knowledge of EMIS web is desirable.</p>	
How to Apply	
<p>For an informal discussions and/or visit, please contact Jacqui Dyson on 0121 728 9390. CVs should be submitted to Jacqui Dyson, Assistant Practice Manager.</p>	
Contact Name:	Jacqui Dyson
Contact Title:	Assistant Practice Manager
Contact Email:	jacquidyson@nhs.net
Contact Telephone:	0121 728 3930
Contact Address:	401 Highfields Road, Yardley Wood, Birmingham.
Closing Date:	30 th September 2019