

# Our Health Partnership

**OHP** A healthy future for patients and practices

<b>Surgery Name:</b>	WAKE GREEN SURGERY
<b>Job Title:</b>	MEDICAL SECRETARY
<b>Salary:</b>	DEPENDENT ON EXPERIENCE
<b>Description</b>	
<p>Wake Green Surgery is seeking an experienced Medical Secretary to join our busy admin team. You will need to be organised and able to work independently as well having the ability to work as part of our team. You will need to communicate effectively at all levels.</p> <p>As this is a job-share role, the successful candidate will be expected to work with our existing medical secretaries to provide a seamless support service to the GPs. The successful applicant will also require a level of flexibility and be able to cover periods of annual leave/sickness.</p> <p>The position is for 22.5 hours per week on Wednesday, Thursday and Friday.</p> <p>Knowledge of EmisWeb would be advantageous but not essential.</p>	
<b>How to Apply</b>	
<b>Contact Name:</b>	Carol Morley
<b>Contact Title:</b>	Practice Manager
<b>Contact Email:</b>	Carol.morley@nhs.net
<b>Contact Telephone:</b>	0121 449 0300
<b>Contact Address:</b>	Wake Green Surgery 7 Wake Green Road Moseley B13 9HD
<b>Closing Date:</b>	20/9/19