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| **Surgery Name:** |  Lordswood Medical Group |
| **Job Title:** |  Support Medical Secretary 20 Hours (flexible hours available) |
| **Salary:** |  TBC – depending on experience |
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| **Description** |
| Would you like to work for a practice that is forward-thinking, embraces the challenges of modern General Practice and aims to provide innovative services? If so, we would love to hear from you as we have a vacancy for a part time Support Medical Secretary to work across our group of 3 sites.Our group is part of Our Health Partnership, one of the UK’s biggest GP partnerships, with the aim to provide better healthcare for patients and better support for GP practices in the Midlands area. We are seeking an individual with excellent organisational skills and experience in working as a Medical Administrator. Applicants should be able to work on their own initiative and as part of a team, have good word processing skills, accurate audio typing, be proficient in the use of Microsoft Office, be aware of the need for patient confidentiality and have excellent communication skills both written and verbal. A sound working knowledge of primary care clinical systems is desirable, preferably SystmOne. If this sounds like the right opportunity for you then please apply with your CV and detailed covering letter as per the instructions below. |
| **How to Apply** |
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| **Contact Name:** |  Ruth Ling |
| **Contact Title:** |  Deputy Practice Manager |
| **Contact Email:** |  Ruth.ling2@nhs.net |
| **Contact Telephone:** |  0121 421 8610 |
| **Contact Address:** |  54 Lordswood Road Harborne B17 9DB |
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| **Closing Date:** |  Friday 30th October |