

# Our Health Partnership

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

<b>Surgery Name:</b>	<b>Woodgate Valley Health Centre</b>
<b>Job Title:</b>	<b>Receptionist</b>
<b>Salary:</b>	<b>Negotiable dependent upon experience</b>
<b>Description</b>	
<p>We are looking for an enthusiastic, motivated and committed individual to join our small, friendly team as a practice receptionist.</p> <p>Key responsibilities to include booking of appointments, scanning, repeat prescriptions and other admin/clerical work as required. Our clinical system is systmone and experience of this would be advantageous, however not essential as training can be provided.</p> <p>You will have a calm and professional manner, excellent telephone and customer service skills and work well under pressure and as part of a team.</p> <p>Hours: 24 per week including both morning and afternoon sessions</p>	
<b>How to Apply</b>	
Please post or email CV and covering letter to Dawn Partridge	
<b>Contact Name:</b>	Dawn Partridge
<b>Contact Title:</b>	Practice Manager
<b>Contact Email:</b>	<a href="mailto:d.partridge@nhs.net">d.partridge@nhs.net</a>
<b>Contact Telephone:</b>	0121 426 0082
<b>Contact Address:</b>	61 Stevens Avenue Woodgate Valley Birmingham B32 3SD
<b>Closing Date:</b>	10 <sup>th</sup> December 2021