

Our Health Partnership

OHP A healthy future for patients and practices

Surgery Name:	Yardley Wood Health Centre
Job Title:	Maternity Cover Receptionist
Salary:	Negotiable based on experience
Description	
“Putting you at the heart of what we do”	
We are recruiting for a Medical Receptionist at Yardley Wood Health Centre	
<p>Yardley Wood Health Centre is looking to recruit an enthusiastic and motivated medical receptionist to join our friendly, dedicated team who have a commitment to high quality patient care.</p> <p>The successful applicant will provide an efficient and effective service for patients and colleagues and ensure that all patients and visitors are welcomed to the practice in a professional manner whilst adhering to the practice data and confidentiality policy.</p> <p>The post will be a 12 month tenure starting from February 2022 – February 2023</p> <p>A comprehensive package of training and support will be offered to the successful candidate.</p> <p>Closing date for applications: Friday 31st December 2021</p> <p><i>We reserve the right to close this vacancy early if a suitable candidate is found</i></p>	
How to Apply	
Contact Name: Sophia Raja	
Contact Title: Head of Business & Strategic Development	
Contact Email: Sophia-bi.raja@nhs.net	
Contact Telephone: 0121-430-9100	
Contact Address: 401 Highfield Road Yardley Wood Birmingham B14 4DU	
Closing Date: 31.12.2021	

