

Winchcombe Medical Centre

is looking for a

Patient Administrator/Receptionist

to join our friendly reception team

You will need:

- ✓ good interpersonal and communication skills
- ✓ patience and diplomacy
- ✓ a warm, friendly, empathetic, compassionate approach
- ✓ ability to work and think clearly under pressure
- ✓ excellent computer skills
- ✓ initiative and ability to multi-task
- ✓ flexibility around working hours (one 7.30am start and one 8.15pm finish per week)
- ✓ experience of working in a healthcare environment (desirable)
- ✓ ... a good sense of humour!



Permanent role, 25 – 29 hours per week.

**Find out more at our Open Day
on Wednesday 19 October 2022, 11.30am - 6.00pm**

Please come along to:

Winchcombe Medical Centre, Greet Road, Winchcombe, GL54 5GZ

To discuss this opportunity, contact: Lauren Wilson at lauren.wilson38@nhs.net