**JOB DESCRIPTION**

## JOB TITLE: Medical Receptionist/Administrator

**HOURS: Part time, minimum 16 hours**

We are a small but rapidly growing, rural, dispensing GP practice.

We have the privilege of working in a modern purpose built premises located in beautiful rural South Warwickshire. Our growing GP practice is just 10 minutes drive south from Stratford upon Avon.

**Medical Receptionist/Administrator**

We require an enthusiastic Medical Receptionist/Administrator.

The role is for a minimum of 16 hours a week working set shifts however the flexibility to cover other staff absences is required.

Experience in working in a GP practice is desirable, however a candidate with the right personal attributes will also be considered.

Two references will be required.

**Closing date to apply for this post is 5.30 pm 7th January 2022**