Receptionist/Administrator

We are looking for part-time enthusiastic and well-motivated individuals to join our friendly Reception/Admin team. The job requires excellent communication and admin skills. You will be required to work between the practice’s three surgeries and will undertake a range of duties. The hours will be between 20-30 hours a week and will include working until 6:30pm. It will also include occasional weekend work/extended hours.

Please visit our website for an application form and email it to [Wykeregis.postmaster@dorsetgp.nhs.uk](mailto:Wykeregis.postmaster@dorsetgp.nhs.uk)

Closing Date (subject to change)- Friday 14th May 2021