



DANESTONE MEDICAL PRACTICE LLP

Medical Receptionist / Admin Assistant
12 months Maternity cover from January 2024
Full time – 37.5 hours per week over 5 days
Salary scale £23,362 – £25,368 based on 37.5hrs WTE

An opportunity has arisen for a hard-working, enthusiastic individual to join our busy reception team to cover maternity leave. The successful candidate will be first point of contact at reception so must have excellent communication skills with a confident, courteous and friendly manner. Applicants should also have the ability to work in a fast paced busy environment where a high level of attention to detail and accuracy is an essential aspect of the role.

Applicants should have experience working within a similar medical or admin environment although training will be given.

This role requires a high level of IT knowledge using Microsoft Office and specific clinical software programmes e.g. Emis and Docman. Duties will include general medical reception work, efficiently dealing with patient queries / appointments, processing prescriptions, registering new patients, accurately maintaining and working with clinical data and importing electronic documents.

Interested candidates must be flexible as additional hours may be required, by mutual agreement, to cover annual leave/absences. Shifts for this post are detailed below but may occasionally change to suit the business needs.

- Mon: 7.45am - 3.45pm
- Tue: 7.45am - 3.45pm
- Wed: 10.30am – 6.30pm
- Thu: 10.00am – 6.00pm
- Fri: Rotation of the above shifts

For a job description and application pack please email:
gram.danestonemanagement@nhs.scot

Alternatively Contact
Mrs Tracey Thom, Practice Manager
Danestone Medical Practice LLP, Fairview Street, Danestone, Aberdeen, AB22 8ZP

Closing date for applications 12 noon Friday 3rd November 2023
Interviews will take place on Tuesday 7th November 2023