* £12.21 per hour - Access to NHS pension
* [Twickenham Park Surgery](https://www.totaljobs.com/jobs-at/twickenham-park-surgery/jobs)
* Contract

Receptionist required for busy GP surgery.

On-job training will be given, a good knowledge of e-mail, Word and Excel and essential and previous experience of customer service would be preferable.

We are a friendly team in a surgery looking after over 8500 patients, duties include booking appointments, dealing with queries at the front desk, providing answers to patient queries as they arise through e-mail, signposting appropriate services and pathways, managing patient documentation.

Attention to detail and accuracy skills are essential as well as reliability, empathy and good time keeping.

This post requires some opening and closing of the surgery, so time management is essential.

We are looking for one full time applicant

Hours required are:

Monday: 08.00-13.00

Tuesday: 14.00-18.00

Wednesday: 08.00-13.00 & 14.00-18.30

Thursday: 08.00-13.00 & 14.00-18.30

Friday: 08.00-13.00 & 14.00-18.30

Total 37.5 Hours per week

Please send CV’s and or request for further details to: Serena.Medina@nhs.net