

Current Posts

NEW SOUTHGATE SURGERY

Office Administrator, Full-Time – 37½hrs per week

We are a busy 11 doctor teaching practice and we are looking for a keen, reliable and enthusiastic person to join our team. Prior office administration/reception experience is preferred along with an aptitude for dealing with people. You will have excellent computer, time management and organisational skills. Experience of working in a Healthcare environment and the use of SystemOne is preferred, but not essential, as training will be given.

You will be working 5 days per week and the hours will be flexible between 8am and 6.30pm, Monday to Friday.

If you are interested and would like to apply please submit your CV, with a covering letter, to **new.southgatesurgery@nhs.net**.

Closing Date: Friday 2nd October 2020
