

Full-Time Office Administrator – 37½hrs per week

*New Southgate Surgery
Buxton Place, Leeds Road, Wakefield, WF1 3JQ*

We are a busy 10 doctor teaching Practice and require a reliable and hardworking person to fill the above position as soon as possible.

Prior Office Administration experience preferred, and the successful candidate will be:

- Highly motivated and proactive
- Able to use initiative, working independently or as part of a team
- IT literate
- Quick learner
- Efficient and thorough – excellent attention to detail
- Good communication skills both internally and patient facing
- Confident, friendly, and well presented

Experience of SystmOne is preferable but not essential, as full 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 in applying for this post, please send your CV and covering letter to new.southgatesurgery@nhs.net

Closing Date: Friday 24th December 2021