

Maybole Medical Practice

Dr L Adams
Dr C Martin
Dr M Barr
Dr G Vernon

Appointments: 01655 882708
Prescriptions: 01655 883922
Fax: 01655 882977
Ref: 80491

Maybole Health Centre
6 High Street
MAYBOLE
KA19 7BY

www.maybolemedicalpractice.co.uk

22nd April 2022

Part-Time Medical Receptionist

We are seeking a reliable individual with good communication, organisational and IT skills to help in busy GP medical practice. The position will be 28 hours working over 4 days.

An excellent telephone manner and the ability to work as part of our friendly team are essential.

The post will involve direct contact with patients to handle requests including appointments, prescriptions and other enquiries and will involve the use of all recognised methods of communications including email, telephone and other electronic systems.

Experience working in a GP medical practice or similar environment would be desirable but is not essential as training will be provided.

The successful candidate must be in a position to work flexible hours on a rota basis between 8am and 6.00pm Monday to Friday. Confidentiality guidelines will apply at all times.

Please send your CV and a letter of application either by email or by post to:

Mrs Tracey Malone, Practice Manager, Drs Adams, Martin, Barr & Vernon.
Maybole Health Centre, 6 High Street, Maybole. KA19 7BY

Email: Tracey.malone@aapct.scot.nhs.uk

Informal enquiries are welcome

Closing Date – Friday 6th May 2022