

## RECEPTIONIST VACANCY FOR THE RED PRACTICE PERTH

<b>Practice:</b>	The Red Practice Perth <a href="http://www.whitefriars-redpractice.co.uk">www.whitefriars-redpractice.co.uk</a>
<b>Job Title:</b>	Receptionist/Administrator 25 hours p/w
<b>Address &amp; Post Code:</b>	The Red Practice, Whitefriars Surgery, Whitefriars Street, Perth PH1 1PP
<b>Closing Date:</b>	30/10/2021
<b>Contact Email &amp; Telephone for applicants:</b>	<a href="mailto:neil.mcfarlane@nhs.scot">neil.mcfarlane@nhs.scot</a> or <a href="mailto:maureen.boyle@nhs.scot">maureen.boyle@nhs.scot</a>  01738 625842
<b>Salary:</b>	TBD
<b>THE ROLE</b>  The Red Practice is seeking to recruit an efficient, enthusiastic, highly motivated, flexible and well organised part time medical receptionist to join our friendly team.  The Practice is fast paced within a busy environment offering primary care to over 7000 patients in the centre of Perth.  Previous experience with Vision would be an advantage but is not essential as full training will be given.  You will need to be a confident, loyal, hard-working team player with plenty of common sense and good communication skills. We are looking for a medical receptionist who is resourceful, calm under pressure with excellent customer service skills.  Applications should consist of a C.V. with an accompanying letter explaining why you wish to join us. This should be addressed our Practice Manager Neil McFarlane or Assistant Manager Maureen Boyle and can be posted or emailed using the addresses above.  If you would like to visit us before applying again please contact Neil McFarlane or Maureen Boyle who will be please to assist you.  Further information about our Practice can be found on our website : <a href="http://www.whitefriars-redpractice.co.uk">www.whitefriars-redpractice.co.uk</a>	