St Georges Medical Centre
Dr's Hodgson, Sedgwick, Halder, James, Osborne and Sinfield

St George's Medical Centre
Field Road
New Brighton, Wirral
CH45 5LN
Tel 0151 630 2080
Fax 0151 637 0370

Vacancy Details

Job Title	Administration Assistant
Hours	30 – 37.5 hours per week
Closing Date	31st January 2022
How to Apply	Online only via NHS jobs (www.jobs.nhs.uk – (Reference: **A2684-22-9502**)
Vacancy Contact	Vicky Phillips-Jones, Administration Manager, vicky.phillips-jones@nhs.net

Who are we looking for?

An exciting opportunity has arisen for an enthusiastic and flexible Administration Assistant to join our busy 6 partner Practice.

Our practice requires highly organised and motivated individuals to provide comprehensive administrative services to support the Practice.

Applicants should have excellent customer service, organisational and computer skills. Knowledge of medical terminology and experience of the EMIS Web computer system would be an advantage, although full training will be provided to the successful candidate.

The ability to work well within our team and on your own initiative is essential.

Closing date: 31st January 2022
For more information please contact Vicky Phillips-Jones, Administration Manager
vicky.phillips-jones@nhs.net