

The Aultbea & Gairloch Medical Practice

Dr G P Baptist ✕ Dr K M Vickerstaff ✕ Dr G M Robertson

WE ARE RECRUITING

Receptionist required for the medical practice. The practice is open Monday to Friday and days/hours of work may be arranged to attract the best candidate.

Successful applicants will be flexible, able to work as part of a team and may occasionally be offered additional hours to cover for other staff absence. Good numeracy, literacy and familiarity with computers are important. Experience of dealing with the general public and a commitment to maintaining patient confidentiality are essential. Training in all other aspects of the work will be given. The job requires the holder to be prepared to work in either the Gairloch or the Aultbea surgery sites.

Application form, job description and person specification are available from:

Andrew Vickerstaff, Practice Manager

The Health Centre, Gairloch.

Tel. 01445 712229

Email andrew.vickerstaff@nhs.scot

Closing date for applications Friday 17 May 2024