

Current Vacancies

Our GP Practice currently serves the areas of Fulford, Heslington and Osbaldwick in York. We also have a dedicated surgery on The University of York Campus specialising in student Health. We have a team of 13 skilled receptionists working across our three surgeries offering a professional, courteous and informative service to our patients. We have an exciting new opportunity that requires an energetic, motivated individual who will thrive in fast moving environment.

Practice Receptionist

Location Initially based at University of York Health Centre, but regular shifts at our Wenlock Terrace and Hull Road Surgeries.

Part Time 16 – 24 hrs per week, with flexibility required to cover holiday/sick absences.

Position to begin February 2012

Application packs are available from our website
www.drpriceandpartners.co.uk

Completed applications to kirsty.holliday@gp-b82047.nhs.uk

Application deadline 5pm on Monday 30th January 2012

Interviews to be held Thursday 9th February 2012

The successful candidate will have outstanding, effective customer service skills and enjoy being with people. They must have experience of working in a busy, customer focused office and have excellent all-round administrative skills.

They must be friendly and approachable with a professional, committed and flexible approach to work. An ability to work effectively as part of a team is essential as is the requirement to work alone. The role would suit someone with experience of managing busy daily tasks and duties whilst also reacting to urgent demands of others efficiently.