**Practice Manager Vacancy**

Full Time

Salary up to 28 - 32k pro rata

Depending on Experience

We are seeking to recruit a forward thinking Practice Manager to join our friendly and supportive team. We have a population of 5000 patients. We have 2 GP Partners, 1 Salaried Doctor, 3 Part time Practice Nurses, 1 Health Care Assistant, 1 Deputy Manager and 2 Administration team.

The successful candidate will possess excellent leadership, organisational and interpersonal skills and have an approachable manner with experience of staff and IT management. They will also have the vision, willingness and drive to adapt to constant changes within the NHS.

They will be supported by an excellent administrative and clinical team.

Informal chats and visits to the practice are welcomed. Please see contact details below:-

To apply for this position please submit a CV and covering letter to: Rekha\_shroff@ yahoo.co.uk or email same to Bikram.choudhary@wales.nhs.uk

Closing date: 10th November 2017

Interviews: 15th – 22nd November 2017

Start date: 1st January 2018