**KINGS ROAD SURGERY**

**PRACTICE RECEPTIONIST/SECRETARY – PART TIME POSITION (16 HOURS)**

**CLOSING DATE 18.11.17**

An exciting opportunity has arisen for an enthusiastic, motivated and flexible individual to join our friendly and well established practice in Pontcanna, Cardiff.

The candidate will be required to provide a variety of reception and secretarial duties to assist in the smooth running of the Practice, projecting a positive and friendly image to patients and other visitors, either in person or via the telephone.

The successful candidate must have the ability to type using audio equipment, have effective communication skills, be able to prioritise workload and have the ability to work independently. A knowledge of medical terminology would be an advantage although not necessary as full training will be given.

Applications should be made enclosing a Curriculum Vitae to:

[Debby.coburn@wales.nhs.uk](mailto:Debby.coburn@wales.nhs.uk)

If you have any queries and would like to discuss the post in more detail, please contact Debbie Coburn, Practice Manager on 02920 388803