

Grove Health Centre

129 Dundee Road, Broughty Ferry, Dundee DD5 1DU
Tel: 01382 778881 Fax: 01382 731884
www.grovehc.co.uk

MEDICAL SECRETARY VACANCY

We are looking for a Medical Secretary to join our friendly and supportive GP practice. We are seeking a dedicated and highly organised person who will provide comprehensive medical secretarial and administrative support to the clinical team, helping to ensure the smooth and efficient running of the practice. This is an excellent opportunity for someone with previous medical secretarial experience who is organised, confident using IT systems and able to manage a varied workload in a busy primary care environment. We are a welcoming team where all members are valued and supported.

The position is for 25 hours per week, ideally over 5 days. Salary £27885 pro rata.

The successful candidate(s) should possess:

- Excellent communication skills – both written and verbal – to interact confidently with patients, staff and external agencies.
- Excellent computer skills with a willingness to learn new IT systems as required
- A good knowledge of the current IT systems used by the practice in relation to typing duties
- Strong organisational skills with the ability to multitask effectively while managing their own workload.
- The ability to work as part of a team and also independently
- The ability to work flexibly in order to meet the needs of the practice.
- The ability to work accurately and maintain attention to detail.
- The commitment to maintaining confidentiality and professional standards.

The successful candidate will be responsible for all GMS and non-GMS work within the practice.

For informal enquiries (including job description) regarding the above, please contact our Assistant Practice Manager, Wendy Robb on 01382 778881.

Applications are invited by CV and covering letter addressed to:

Maxine Bell – Practice Manager

Grove Health Centre
129 Dundee Road
Broughty Ferry
DUNDEE
DD5 1DU

The closing date for applications is Thursday 17th September at 12 noon.
Interviews are expected to take place week beginning 21st September.

Please note, if you have not been contacted regarding an interview 2 weeks after the closing date, your application has been unsuccessful on this occasion but we thank you for your interest.