



The Peninsula Practice

**PART TIME MEDICAL SECRETARY &
COMMUNICATIONS MARKETING
ADMINISTRATOR REQUIRED**

23-25 hours per week

We require a motivated individual to work as a Medical Secretary & Communications Marketing Administrator at The Peninsula Practice.

AMSPAR Diploma for Medical Secretaries desirable but training would be given to suitable candidate.

We are looking for someone who has a bright disposition, works well under pressure, is flexible and has excellent IT skills. This post involves; processing referrals; updating all communications e.g. website, facebook, contacting all local communities. Administration support from the practice to our Patient Participation Group and general administration.

Accuracy is essential and previous experience in the NHS and/or SystemOne is expected.

NHS Pension Scheme available.

Please visit our website for an application form <https://www.thepeninsulapractice.co.uk/vacancies> and email it with a current CV to Kay Goodchild-Critchley, Operations Practice Manager: Kay.goodchild-critchley@nhs.net

Closing date: Friday 9th April 2021

Interviews: To be confirmed