



Medical Receptionist

We are seeking a Medical Receptionist with customer service experience to join our busy GP practice in Burgess Hill.

This role will involve answering the phones, front of house desk, and all administrative jobs that make up the role of a Receptionist.

The position is available for immediate start and will suit a candidate looking for a flexible contract. Up 24 hours per week as required. Monday – Friday 8.00am to 6.00pm, job share considered.

The successful candidate will need to be able to demonstrate excellent communication skills and telephone manner, be computer literate with a welcoming and cheery personality and a team player. EMIS Web and Docman experience seen as an advantage.

Salary will be dependent on experience/qualifications.

Please submit your CV to jane.fairfax@nhs.net