



**New Dyce
Medical
Practice**

NEW DYCE MEDICAL PRACTICE – Temporary Part-time Medical Receptionist/Telephonist (Six months fixed term, 20 hours per week)

An opportunity has arisen to join the team at our busy medical practice in Dyce. Candidates should preferably have previous reception experience with good people skills and an excellent telephone manner. Keyboard skills and some familiarity with Windows-based IT systems required, though full training will be given on practice systems.

Working days and times are:

Afternoons only 13.00 – 18.00 Monday, Wednesday, Thursday, and Friday, though some flexibility will be needed to work extra to cover holidays, sickness etc when required.

We offer pleasant, friendly working conditions and a competitive salary which includes membership of the NHS pension scheme.

To apply, please send your c.v. with covering letter/message to:
Fiona Rennie, Administration Manager
New Dyce Medical Practice, 23a Altonrea Gardens,
Dyce, Aberdeen AB21 7NQ
email: gram.newdyceadministrator@nhs.scot
website: www.newdycemedicalpractice.co.uk

Closing date: Friday 9 July 2021

Please note when sending a cv there is no need to complete an application form via the NHS jobs website.