

# **Framlingham Medical Practice**

## **Receptionist/Administrator Vacancy**

**16.5 hours per week**

An exciting opportunity has arisen to join our friendly and supportive Reception Team. Are you flexible, motivated, friendly and able to multi-task in a busy environment? If so, we would love to hear from you.

The role involves working with a range of healthcare professionals and requires excellent IT, organisation and communication skills. Experience of working in a GP Practice environment is an advantage but not essential as we can offer training and career progression to the right candidate.

If you would like to know more about us pop into the practice for a chat or look on our website for further details and an application form: [www.framlinghamsurgery.co.uk](http://www.framlinghamsurgery.co.uk)

Completed application forms should be returned to [iesccg.framlingham-medical-practice@nhs.net](mailto:iesccg.framlingham-medical-practice@nhs.net)

or via post to: **The Practice Manager  
Framlingham Medical Practice  
Pembroke Road  
Framlingham, Woodbridge  
SUFFOLK  
IP13 9HA**

**Closing date for applications: Monday 30 September 2019**