



North & West Highland (Remote & Rural) Operating Unit

Post Ref: NW1.18.61

**Receptionist/Admin Assistant - (Band 2)
Acharacle Medical Practice**

Part time 16.75 hours per week permanent

Salary £17,110 to £19,470 pro-rata per annum

An opportunity has arisen for a part time Receptionist to work in our busy medical practice in Acharacle.

It is essential that you have the flexibility to provide full time cover when required, in order to cover our staff in the Practice whilst they are on annual leave or perhaps taking unplanned leave.

You should have proven experience of working as part of a team, absolute confidentiality on all aspects of general practice work, methodical I.T. skills (ideally in a general practice environment and with practice clinical systems, but not essential) and a clear and confident telephone manner together with a helpful and empathic approach.

A full, current driving licence and use of own car for work purposes is essential.

Informal enquiries to Moira MacLean, Practice Manager Tel: 01967 431231.

Application Form and Job Description can be downloaded via our website www.nhshighland.scot.nhs.uk or available from, and to be returned to the Employment Services Section, Assynt House, Beechwood Business Park, Inverness, IV2 3BW or by emailing your name and address to nhshighland.recruitment@nhs.net

***Short-listed applicants will normally be contacted by email, unless otherwise stated.
Please check your emails regularly, including your junk/spam folder.***

Closing date for receipt of completed application forms –

**12 noon on
27 July 2018**

Distribution List

**NHS Highland
Highland Council
Show Site**