**Cartmel Surgery, Cartmel,**

**Grange-over-Sands, Cumbria LA11 6PH**

**Tel: 015395 36366 email** **Janice.longmire@gp-a82647.nhs.uk**

**Medical Receptionist**

We are a rural dispensing Practice looking for an experienced Medical Receptionist to join our small friendly team. The successful applicant must have excellent IT & communication skills. Knowledge of QOF and EMIS web would be desirable, but enthusiasm, hardworking and willingness to learn is essential.

Hours of work: - Tues 10.30am–6.30pm, Wed 1.30pm-6.30pm, Thurs 1.30pm-6.30pm and Fri 8.00am-2.00pm with additional hours to cover holidays/sickness when needed (*days and hours maybe negotiable for the right applicant*).

Apply with CV to: Janice Longmire, Practice Manager at the above address, closing date for applications Friday 17th May 2019.

Job Description and Specification are available at [www.cartmelsurgery.co.uk](http://www.cartmelsurgery.co.uk)