**Cartmel Surgery**

**Medical Receptionist**

**Person Specification**

**Focus**

* Be friendly, smiley, sociable and welcoming to all visitors, to create a good atmosphere
* Remain calm, patient and polite at all times
* Be helpful and go out of your way to help our patients

**Drive**

* Be confident and self-motivated
* Demonstrate a passionate commitment to the Practice
* Welcome and embrace change, with a positive attitude
* Be able to work unsupervised in a busy environment
* Be able to prioritise duties

**Personal integrity**

* Be honest and reliable
* Be trustworthy and respectful
* Be well dressed
* Maintain excellent time-keeping and attendance
* Be professional at all times

**Team work**

* Always be a good team player
* Build and maintain good relationships with all team members
* Work together with the team to ensure that the practice is the best it can be
* Be willing to take on jobs to balance the team workload
* Be able to communicate well with people of all levels