

Richmond Clinic, 172 Caerleon Road, Newport, Gwent. NP19 7FY

We have a vacancy for 2 part time or 1 full time receptionist/care navigator. This is a rare opportunity as we have a very low staff turnover.

This is a varied and sometimes challenging position but is also an interesting and fulfilling position.

Duties to include but not limited to.

Answering the telephone, booking/changing patient appointments, signposting patients to the most appropriate service for their needs. Repeat prescription printing, dealing with patient queries and general assistance to the practice team.

The successful candidate would have good communication skills, be computer literate empathetic, calm, and courteous and be able to work both as a team and alone.

Previous medical reception experience would be advantageous, however full training will be given.

Application deadline: 25/08/2022

Please send CV to practice.manager.w93043@wales.nhs.uk