



Levenside Medical Practice
Dumbarton Health Centre
Station Road
Dumbarton G82 1PW
Tel: 01389 811844
levenside.com

Levenside Medical Practice located in Dumbarton Health Centre is a friendly, dynamic training practice, delivering high quality care to 8000 + patients. We have an exciting opportunity for 2 enthusiastic, hardworking and reliable receptionist to join our large multidisciplinary team.

The posts will be for 20 hours per week, Monday to Friday, with the successful candidates being available to work between the hours of 8am-6pm.

The shift patterns are likely to be:

Post 1	Post 2
Monday to Friday - 8.30 – 12.30	Monday to Friday – 1pm – 6pm

Flexibility is required to cover annual leave and sickness absence.

You should be a good team player with excellent communication and IT skills. You must be able to work under pressure, adapt in a busy and unpredictable environment whilst upholding patient confidentiality at all times. Previous experience in health care environment or relevant customer facing role would be an advantage, however is not essential as full training will be provided to the right candidate.

The role will include:

- dealing with patients at reception and over the telephone
- processing prescriptions and mail
- booking and cancelling appointments
- signposting patients to the most appropriate service
- dealing with secondary care and pharmacy queries
- scanning and filling mail
- Any other admin duties as outlined by the practice manager

To apply please email your CV and supporting statement outlining your suitability for the post to Cathy Smith, Practice Manager (cathy.smith3@nhs.scot). Please note we will only contact applicants who we select for interview.

Salary will be dependent on skills and experience.

The closing date for this post is the 6th of March 2022.