

We are currently recruiting for the following role:

**GP PRACTICE RECPTIONIST for Kells and Connor Medical Practice**

**REF NO. KPR/07/24/**

Hours:- Part-time, hours negotiable. Applicants must be available to work all week days.

Salary:- To be negotiated

Location:- Kells and Connor Medical Practice

Applicants must have 4 GCSE’s (Grade A-C) including English Language and Maths OR hold an NVQ Level 2 in Administration or Customer Service plus 2 year's administrative experience OR have a minimum of 2 years' experience of working in General Practice or a related environment.

The candidate must also have a good working knowledge of the Microsoft Office Suite.

In this role candidates will be expected to receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way, while providing general assistance to the practice team.

**Recruitment for this post will close at 5pm on Monday 5th August 2024.**

An AccessNI enhanced disclosure check is a requirement of this post.

For further information and application pack, please log on to the company website:- [**www.dalriadacare.org**](https://urldefense.proofpoint.com/v2/url?u=https-3A__eur01.safelinks.protection.outlook.com_-3Furl-3Dhttp-253A-252F-252Fwww.dalriadacare.org-252F-26data-3D04-257C01-257Cnijobfinder-2540belfasttelegraph.co.uk-257C47755a917691459f31da08d9ab529041-257C660600c2bbe841e0b4ee18bcd172205b-257C0-257C0-257C637729193373010600-257CUnknown-257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0-253D-257C3000-26sdata-3DSURAXQaZQgqMY-252B61I8mgUBfySp9HCm6Q1SJgJM3KDpo-253D-26reserved-3D0&d=DwMFAw&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=pGD9z3NpQSzFTcWbr2XoRuspyjvIMSCqBEkJ5MijG4YL98BgJ65cL4lwKJ7TnxOv&m=sANyhcsglzWZ25PeUATkdNxfDjezJT__wmHHmeBBRp4&s=y3H08Y2p9cxXprkQzLqVoU2_ZRDusmEgTrfk-Pt_AxY&e=)/ About Us / Working for us section.

If you have any queries please contact **HR.DUC@duc.hscni.net****.**

THE ORGANISATION IS AN EQUAL OPPORTUNITIES EMPLOYER