Lodge Health Require:

**Medical Receptionist / Administrator (Maternity Cover)**

Lodge Health seek to recruit a Medical Receptionist to join our team.

**Duties: (on a rota basis)**

* Meet and greet all patients at the front desk with a warm and courteous welcome.
* Answer high volume of telephone calls
* Process prescriptions; file and hand out prescriptions to patients
* General Administration (filing, post, scanning, etc.)
* Operation and maintenance of the computer systems
* Throughout the working day, these duties may interchange according to the needs of the practice and patients. Other duties may be added as required.

**Essential Criteria:**

* GCSE English language (Grade A-C or equivalent)
* Fully computer literate
* Excellent communication & organizational skills
* Ensuring absolute confidentiality is maintained at all times
* Able to screen calls and direct to the correct department
* Book appointments with the appropriate clinician
* Flexibility
* Working as part of a team & use own initiative.

**Desirable Criteria:**

* Experience working as a medical receptionist / working in a health care setting / working with the general public
* Use of clinical systems

**Further Information:**

* Hours of work: 37 hours per week (Monday – Friday)
* Cover Maternity from May 2024 (Date TBC) - 9 months, with possible extension.
* Salary £11.44
* On-site Parking
* Pension
* Uniform – Blouse/s

Should you be interested in this position, please email below to request our application pack. recruitment.lodgehealth.z00346@gp.hscni.net

Closing Date: Sunday 14th April 2024