

**Dr Giles Ledlie
Dr Andrew Forrester
Dr Craig Nicoll
Dr Raquel Romero-Perez
Dr Helen Webb
Dr Katherine Murnal**



**West Practice
Springfield Medical Centre
30 Ponderlaw St
Arbroath
DD11 1ES
Tel 01241 870307**

Part-time Medical Receptionist Vacancy (30 hours per week)

We are seeking to recruit an enthusiastic and versatile receptionist to join our team working in a busy but fulfilling environment.

You will be working in a busy environment and we are looking for applicants who are enthusiastic about providing the best service for our patients.

Ideally applicants will have a good standard of general education, excellent communication skills, excellent multi-tasking skills, experience working with the public and good IT knowledge. You must be reliable, organised and a team player. Previous experience of Vision, Docman and medical terminology will be an advantage but full training will be given for the right candidate.

Hours for the post will be:

Monday	8.00am-4.00pm	
Tuesday	8.00am-4.00pm	
Wednesday	8.00am-4.00pm	
Friday	10.00am-6.00pm	Total: 30 hrs per week

It is essential to be flexible as additional hours may be required from time to time.

We hope to hold interviews by the middle of September 2026 or sooner if we find the right candidate. If you have not heard from us by the end of September 2026 please assume that you have been unsuccessful on this occasion.

Yours sincerely

**Gemma Kirkpatrick
Practice Manager**