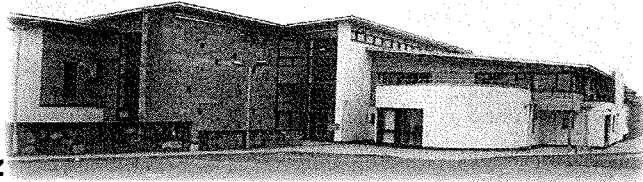


**Dr Rebecca Wheeler
Dr Giles Ledlie
Dr Andrew Forrester
Dr Craig Nicoll
Dr Raquel Romero-Perez**



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

October 7, 2021

Medical Receptionist Vacancy (25 hours per week)

Thank you for your enquiry regarding our Medical Receptionist vacancy.

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

A good standard of general education plus excellent communication and IT skills is essential. Experience of medical terminology, Vision clinical system and Docman software would be an advantage but relevant training will be given in the use of the practice computer system.

Hours for the post will be:

Week 1

Monday 8.00am – 5.00pm
Tuesday 8.00am – 5.00pm
Wednesday 9.45am – 6.15pm

Week 2

Wednesday 9.45am – 6.15pm
Thursday 8.00am – 5.00pm
Friday 8.00am – 5.00pm

We hope to hold interviews end October 2021. If you have not heard from us by 19 November 2021 please assume that you have been unsuccessful on this occasion.

Yours sincerely

**Gillian Linnen
Practice Manager**