

Framlingham Medical Practice

Medical Secretary – *Part Time 16.5 hrs per week*

We are seeking an enthusiastic individual to provide general secretarial and administration support for the busy practice team at Framlingham Medical Practice. Experience of working in a GP Practice environment with use of SystmOne would be an advantage although not essential for the right candidate as full training will be provided. This role will involve working with a wide range of healthcare professionals and will require excellent communication skills and flexibility to meet the needs of the service. You will have good general secretarial and organisational skills, a keen eye for detail and be able to prioritise and coordinate your own work.

Further details and an application form are available on our website www.framlinghamsurgery.co.uk

Completed application forms should be returned to iesccg.framlingham-medical-practice@nhs.net

or via post to: **The Practice Manager
Framlingham Medical Practice
Pembroke Road
Framlingham
Woodbridge
SUFFOLK
IP13 9HA**

Closing date for applications: Friday 21st July 2017