

Reception Vacancy

Framlingham Medical Practice

Part-time Receptionist (24 hours per week)

We are looking for a flexible, highly motivated and friendly individual to join our busy team at Framlingham Medical Practice. Being able to multitask whilst under pressure and maintaining a professional manner at all times is essential. Experience of working in a GP Practice environment an advantage although not essential for the right candidate as full training will be provided. We also have a branch surgery at Earl Soham so would require the post holder to work at both sites.

This part-time post offers 24 hours per week plus cover for holidays and sickness. 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 24/03/2017