

Community Cardiology Clinic Administrator



Join our small dynamic team



To work alongside our current administrator and enhance the booking team for the Community Cardiology Service based at Mansfield Park Surgery in Medstead.

Job role involves booking patient appointments, answering phone calls, typing dictated clinic letters & reports, downloading, cleaning & preparing heart monitors for clinics & general office duties.

Good Interpersonal and IT skills are essential.

Desirable skills include medical secretarial experience, familiarity with the EMIS clinical system & the NHS e-referral system, although full training will be given.

Permanent full time position - 37 hours over 5 days. Job share considered.

Salary & NHS Pension subject to agreement.

Closing date 1st November 2021.

Full job description and further details are available on request. Please email:
whccg.mhhcardiology@nhs.net