

BOVEY TRACEY AND CHUDLEIGH PRACTICE

MEDICAL RECEPTIONIST/ADMINISTRATOR

Do you have exceptional people skills together with computer literacy, organisational skills and the ability to prioritise? If so, you may be just the person we are looking for to join our team at Riverside Surgery, Bovey Tracey and Tower House Surgery, Chudleigh to undertake an interesting mix of reception and administrative duties for 35 hours per week.

Apply in writing, enclosing CV to:
Mandy Tree, Senior Admin Assistant,
Riverside Surgery, Bovey Tracey, TQ13 9QP by **Monday 2nd December 2019**
Or email mandy.tree@nhs.net
Informal enquiries welcome.