

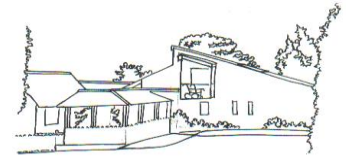
# Malpas Surgery

Old Hall Street, Malpas, Cheshire SY14 8PS  
Tel: 01948 860205 Practice Code: N81038

*Partners:* Dr Louise M C Davies  
Dr Richard W S Henney  
Dr Mark R Edney  
Dr Christine L Snowden  
Mrs Lynn Suckley MBA

## Vacancy at Malpas Surgery

### Receptionist and Administrator (Part Time)



Malpas Surgery has an exciting opportunity to join their team, as a part-time Receptionist and Administrator, working 30 hours per week.

Administrator duties may include medical secretary and/or clinical coding work, depending on the experience of the candidate.

Successful applicants must be accurate, have strong communication skills, demonstrate excellent customer service, be a team player and also be able to work flexibly in the absence of colleagues. They will be expected to work during the surgery opening hours, between 7.45am and 6.30pm.

The ideal candidate will have previous general practice experience in reception, secretarial work or clinical coding and summarising. They will also have knowledge of EMIS.

However, full training will be provided to the right candidate where no experience is held.

To request an application pack please email [malpas.surgery@nhs.net](mailto:malpas.surgery@nhs.net) or contact Mr Edward Rigby, Assistant Practice Manager, for further information on 01948 860205.

Hours: 30 hours per week.

The closing date: Monday 3<sup>rd</sup> May 2021

