**Vacancy**

Receptionist

Based at Kimberworth Park Medical Centre and Broom Lane Medical Centre

25 hours over 5 days

An opportunity has arisen for an experienced, well presented, receptionist to join our busy team at Kimberworth Park Medical Centre and Broom Lane Medical Centre. We are looking for a motivated receptionist who has good keyboard skills, you should be organised, able to work under pressure but still deliver exceptional customer service to our patients.

The position on offer will be working 5 days per week on a rota basis.

Flexibility in working hours to cover sickness and annual leave is essential.

Successful applicant will require a DBS and Occupational Health Check organised by ourselves.

Application pack available from reception

Email; syicb.rotherham.broomlanemc@nhs.net for further information