**KINGSWELLS MEDICAL PRACTICE**

**KINGSWOOD DRIVE, KINGSWELLS. AB15 8TB**

**Part-time Medical Administrator: 16 - 20 Hours per week**

**Salary dependent on experience**

Kingswells Medical Practice is seeking to recruit an enthusiastic part time medical administrator with receptionist duties for 16 - 20 hours per week, working a mix of morning and afternoon shifts.

**A day in the life of a Medical Administrator**

This is a busy post. Daily duties include assisting patients and health care professionals efficiently both at the reception desk and over the telephone. You will fulfil a wide range of administrative tasks including maintaining and entering accurate clinical data. Your role involves coordinating a variety of office functions such as electronic filing, scanning and email correspondence with strong multi-tasking skills. Attention to detail, following data protection protocols and the ability to observe strict patient confidentiality is of utmost importance in all aspects of your job.

**Requirements**

* As a Medical Administrator, you will have excellent I.T. skills and good written and verbal English with a minimum of 5 standard Grades (or equivalent) one of which must include English.
* A friendly manner, with the ability to work as part of a small team (and individually) in a fast paced environment is essential.
* Flexibility to work full days which can involve starting at 8am, finishing at 6pm and occasionally 7pm when required. This covers the absence of colleagues and our extended hours service.
* Previous experience in a medical environment, ideally primary care, is highly advantageous.

**Closing Date: Tuesday, 25th February 2025, or sooner, depending on the quality and quantity of applications received**.

Full job description and application form are available on our website. Please post or email your application form along with a written letter in support of your application to: Mrs Rachel Ellis, Practice Manager, Kingswells Medical Practice, Kingswells, Aberdeen, AB15 8TB. Email: gram.kingswellsadministrator@nhs.scot