

Part time Administrator/Receptionist required for 9 hours per week plus holiday & sickness cover.

Hampton Surgery is looking for an enthusiastic, flexible, friendly, well-motivated person to join the existing team to assist and support the reception and administration activities.

A good standard of education and IT skills are required. Ability to organise own work and be able to work within a team is necessary for this post along with a good understanding of confidentiality. Good interpersonal/communication skills, along with a pleasant telephone manner are essential.

Please apply by obtaining an application form by contacting:

Mrs Phillippa Holroyd  
Hampton Surgery  
Fentham Hall  
Marsh Lane  
Hampton in Arden  
B92 0AH  
01675 442510

Closing Date: Monday 2<sup>nd</sup> October 2015