

# Winchcombe Medical Centre

is looking for a

## Patient Administrator/Receptionist

to join our friendly reception team

### You will need:

- ✓ good interpersonal and communication skills
- ✓ patience and diplomacy
- ✓ a warm, friendly, empathetic, compassionate approach
- ✓ ability to work and think clearly under pressure
- ✓ excellent computer skills
- ✓ initiative and ability to multi-task
- ✓ experience of working in a healthcare environment (desirable)
- ✓ ... a good sense of humour!



Permanent role, 37.5 hours between 7:15am and 8:15pm

**Find out more at our Open Day**  
**on Tuesday 15 August 2023, 12pm - 6pm**

Please come along to: Winchcombe Medical Centre, Greet Road,  
Winchcombe, GL54 5GZ

To discuss this opportunity, contact: Lauren Wilson at [lauren.wilson38@nhs.net](mailto:lauren.wilson38@nhs.net)