



**MEDICAL SECRETARY
LISTER HOUSE SURGERY
FULL TIME (37.5HRS)**

An enthusiastic person is needed to join our small and friendly Secretarial Team at Lister House Surgery, Derby. You will play an important part in helping the team deliver high quality medical secretarial support to the Practice Team. The role will involve referring patients to secondary care services, data input as well as the provision of secretarial and administrative support to the wider team.

A minimum of 5 GCSE's at Grade C or above to include English with a typing or word processing Qualification to a minimum standard of RSA 2 (or equivalent). Strong IT skills, audio typing experience, accurate keyboard skills and previous Medical Secretarial experience are desirable. See Job Description for further information.

Applications via NHS Jobs ONLY. No agencies.

Closing date for applications Sunday 23rd February 2020