

Tain & District Medical Group

Medical Secretary – (3 Days per Week)

We are looking for an efficient and organised Medical Secretary to join our friendly team in a busy medical office, working **3 days per week**.

The role includes some **8.00am starts and 6.00pm finishes**, so flexibility is important. Previous experience is preferred, particularly with **Vision, Docman**, and **Excel**, although a positive attitude and willingness to learn are equally valued.

The ideal candidate will be adaptable, well-organised, and able to work calmly and efficiently in a fast-paced environment.

You should have:

- Strong administrative and IT skills, including confident use of **Excel**
- Excellent organisational and time-management abilities
- Good communication and team-working skills
- A flexible, can-do approach to a varied and busy workload
- A high standard of professionalism and **strict confidentiality** when dealing with patients and colleagues

Salary is dependent on relevant experience.

Benefits include **membership of the NHS Pension Scheme** and **uniform provided**.

If you are reliable, approachable, and enjoy being part of a supportive team, we would be delighted to hear from you.

To have information discussion, or to apply please email FAO Lorna MacKay, Practice Manager (please apply using the application form on our website www.taindoctors.co.uk)

nhsh.gp55427-admin@nhs.scot