Tain & District Medical Group, Health Centre, Craighill Terrace, Tain. IV19 1EU

**Administrative assistant**

An opportunity has arisen for an enthusiastic person, with excellent communication skills, to join our Practice administration team. The post holder will cover reception and administrative duties.

A good working knowledge of computers, including Microsoft Word, Excel and Outlook is essential. Previous experience using GP systems Vision and Docman will be advantageous.

30 hours per week over 4 days. Hours between 8am to 6pm. Days/hours by agreement with team.

The successful applicant will be part of reception team shift pattern. Applicant flexibility with working hours especially during busy times and holiday cover will be required from time to time. We are a friendly practice with great work life balance and quality patient care at our core. We have a stable, supportive team of GPs, administrative staff and nurses.

Starting salary (dependant on experience and training needs)

A full job description and personal specification along with the application form are available at [www.taindoctors.co.uk](http://www.taindoctors.co.uk) in the vacancies section at the right hand side.

Please email your completed application form (including referees) to [nhsh.gp55427-admin@nhs.scot](mailto:nhsh.gp55427-admin@nhs.scot) FAO - Lorna MacKay, Practice Manager Partner