

GRANTOWN MEDICAL PRACTICE

RECEPTIONIST/ADMINISTRATOR REQUIRED

**Permanent Position - Part time
Monday to Friday
Variable shift pattern mornings & afternoons.**

Applicants should have excellent written and oral communication skills and be able to deal with patients in a friendly and efficient manner. Good computer skills, accuracy and attention to detail are essential.

Secretarial skill would be an advantage.

**Details may be obtained from the
Health Centre Reception**

or

Phone 01479 872484 (after 2pm)

Closing Date 15th October 2018

FLU VACCINATIONS 2018

We would like to advise our patients of the situation this year with flu vaccinations.

All our vaccinations are being supplied in batches and we are unlikely to have the numbers we need until the end of October. Because of this we have been unable to fix a date for our flu clinic, but we expect it to be early in November.

For this reason you will not receive your Flu Invite letter until late October, so we would ask that you did not phone the surgery in the meantime as we will be unable to give you a date for the flu clinic until it becomes clearer when our vaccinations will arrive.

Thank you for your patience.

The Doctors at Grantown Medical Practice