
Vacancies for Receptionists

Hours:	Part-time Position
Salary:	£9.49 per hour
Location:	Vocare London – Paddington – St Mary's Urgent Care Centre

Vocare Ltd, trading as London Doctors Urgent Care are delighted to be recruiting Receptionists for their Front of House Service situated in St Mary's Urgent Care Centre in Paddington.

We are looking for Receptionists to project a positive and friendly image to our patients and other professionals who may contact us either in person or by telephone. You will work with GPs and other colleagues to ensure appointments, bookings and visits are handled consistently and efficiently. Customer service skills are a prerequisite to this role. You will be responsible for maintaining GP appointments, updating medical records and be the first point of contact between patients and medical staff.

Our ideal candidate will be computer literate; have proven relevant work experience and the ability to demonstrate patient confidentiality. They must also be able to work a range of shifts including evenings, weekends and overnights.

In return, we can offer a competitive salary, an excellent working environment, flexible working hours and being part of a supportive and innovative team with scope for progression.

Vocare are operational 24 hours a day, 7 days a week, 365 days a year and the working of various shift patterns to include weekends and public holidays will be required within this role.

Closing Date: 19th January 2018

We encourage you to apply as soon as possible, as once sufficient applications have been received we may decide to close the advert early.

For further information about this role or to apply please visit our website at

www.vocare.org.uk

Or call/email us on 0300 013 4885 or at VocareRecruitment@vocare.nhs.uk

Please assume you have been unsuccessful with your application if you have not heard back from us within 2 weeks of the closing date.

Please note the salary ranges above are based on a 37.5 hour week and detail the lowest you can earn and the highest you can earn depending on the amount of unsocial hours you actually work.

All successful applicants will be subject to a Disclosure & Barring Service check.

Vocare Group recognise the diversity of the communities in which we operate and demonstrate this through the service we provide when dealing with patients, their family and carers.



@VocareRecruit



Vocare Recruitment



Vocare Limited