



The Green Practice

Whitefriars Surgery, Whitefriars Street, Perth, PH1 1PP
Tel: 01738 627912 • Email: whitefriarsgreen.tayside@nhs.scot
www.greenpracticeperth.co.uk

Medical Receptionist

30 HOURS PER WEEK

(Job Ref: MR-0622)

We are currently looking for a part-time Medical Receptionist to join our busy team at The Green Practice. The working hours will be Monday to Friday between 08:00 – 19:30 on a rota basis.

The ideal applicant will have excellent communication skills, experience in working with the public and good IT skills are essential. They must also be reliable, self-motivated, organised and a good team worker with a sense of humour and be able to cope in a busy environment.

The job description, person specification and application form can be downloaded from our practice website at

www.greenpracticeperth.co.uk

Please send your completed application form to:
Mrs Hilda Proudfoot, Reception Team Leader at
whitefriarsgreen.tayside@nhs.scot

(Please note CV's will not be accepted)

Closing date for applications is Wednesday 13th July 2022