GILBERDYKE HEALTH CENTRE

VACANCY

**Administrative Assistant (Full-time)**

We have a vacancy for a full-time Administrative Assistant to join our team at Gilberdyke Health Centre.

We are a small rural teaching Practice with a list size of 6100 patients with a close working team of 30 staff.

The post requires a good level of education to GCSE 'O' level standard, confident use of IT systems, excellent communication skills and flexibility to work across departments.  Experience of working in a similar environment is desirable.

A copy of the Job Description and Person Specification can be found on our website at: [www.gilberdykehealthcentre.co.uk](http://www.gilberdykehealthcentre.co.uk)

Applications by CV with covering letter to:

Sandy Midgley

Assistant Practice Manager

Gilberdyke Health Centre

Thornton Dam Lane

Gilberdyke

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Tel: 01430 440225

Email: [sandy.midgley@nhs.net](mailto:sandy.midgley@nhs.net)

Closing date for applications: Friday 29 March 2019