

# Opportunity for a RECEPTIONIST



Vocare Ltd, trading as Vocare South, are looking to recruit Receptionists to join their Urgent Care services in Paddington.

Based in St.  
Mary's Urgent  
Care Centre,  
Paddington

From £9.49  
per hour

Flexibility to  
work Evenings,  
Weekends and  
Overnights

Part time and Full  
time positions  
available

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.

*We are a leading provider of primary care in collaboration with the NHS, who values the professional developments of our operational staff. We have a wide range of benefits to offer you including a competitive salary, an excellent working environment, maternity and sick pay and exciting progression opportunities within the company.*

For further information about this role or to apply, please visit our website:  
[www.vocare.org.uk/careers-vacancies](http://www.vocare.org.uk/careers-vacancies)

Or contact us on 0300 013 4885 or at [vocarerecruitment@vocare.nhs.uk](mailto:vocarerecruitment@vocare.nhs.uk)



@Vocarecareers

**Closing Date: 10th December 2018**