**** skene medical group ****

**MEDICAL SECRETARY/PA – 22.5 Hours**

**Hours: Monday, Wednesday and Friday 09.00 – 17.00 (hours non-negotiable)**

**Salary: £21,893 – £26,801 (pro rata – scale dependent on experience)**

Skene Medical Group is looking to recruit an experienced Medical Secretary/PA. We are a supportive, friendly and well-organised practice with over 15,000 patients looking for a motivated, dynamic and enthusiastic secretary to join our multi disciplinary team who are committed to delivering excellent patient care. The successful candidate will work with our clinical team of GP’s, ANP, Practice Nurses, Health Care Assistants and an experienced team of administration staff.

Medical Secretarial experience working within a GP Practice or Healthcare environment would be highly advantageous but not essential however excellent audio typing skills would be essential.

The successful candidate will be a suitably qualified professional with high clinical standards. They will demonstrate safe, critical thinking in clinical decision-making and expert care for patients. They will be involved in direct clinical contact with patients, diagnosing and treating patients and advising them in respect of their continuing medical and nursing needs.

Practice information can be found at [www.skenemedicalgroup.co.uk](http://www.skenemedicalgroup.co.uk)

For an application form and job description please contact:

Claire Mckay or Karin Mackay

Office co-ordinator

Skene Medical Group

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Closing date: Monday 22nd July 2024