



RECEPTIONIST

Are you an approachable and friendly individual looking to be the face of a leading healthcare company?

**Based at Queens
Hospital, Burton
Out of Hours
Centre**



**Full-Time
permanent
position**



**Salary £8.21
per hour**



**Part Time
Evenings &
Weekends**

Vocare Ltd has an exciting new opportunity for a **Receptionist** to join their **Operations Team** within **Queens Hospital Burton Upon Trent**. This is an opportunity to provide a positive and friendly first impression to our patients and other professionals who may contact us either in person or by telephone.

You will work with **GP'S, Specialist Nurses** and other colleagues to ensure appointments, bookings and visits are handled consistently and efficiently.

Successful candidates will be **approachable, computer literate**; have proven relevant work experience and the ability to demonstrate **patient confidentiality**. You will be flexible to work a variety of shifts including weekends and overnight when required.

Applicants should be able to respond and work quickly and accurately to deadlines, utilise their own initiative when appropriate and be flexible and approachable.



Closing Date: Sunday 29th March 2020

For further information about this role or to apply,
please email your CV to sarah.stone@totallyplc.com
or contact Sarah on 0300 0134 885



@Totallycareers

Vocare is operational 24 hrs a day, 365 days a year and therefore flexibility around these hours may be required.