

Longfield Medical Centre are hiring!

We are seeking an experienced **part time Administration Assistant** to join our busy Admin department. The role requires general medical administrative tasks and significant amounts of multi-tasking.

You will need to be hard-working, conscientious, with excellent attention to detail and be able to work comfortably in a team as well as independently.

Previous experience of working in Primary Care and using SystemOne would be advantageous.

This is a part time position, working Monday, Tuesday and Friday, 09.00 – 17.00

Contact and apply to

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