# PERSON SPECIFICATION

# MEDICAL RECEPTIONIST

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|  | Essential | Desirable |
| **Qualifications** | | |
| European Computer Driving License or equivalent |  |  |
| NVQ Level 2 or equivalent in Administration and Customer Care |  |  |
| **Experience** | | |
| Experience of dealing with public/patients |  |  |
| Experience of Microsoft Office software |  |  |
| Experience of working in a GP surgery |  |  |
| Experience of using SystmOne |  |  |
| **Knowledge & Skills** | | |
| Excellent interpersonal, verbal and written communication skills |  |  |
| Ability to time manage and prioritise own work |  |  |
| Ability to work as part of a team |  |  |
| Ability to work without supervision |  |  |
| Ability to work under pressure |  |  |
| **Other** |  |  |
| Flexibility of working hours |  |  |