**Vacancy**

**Part Time**

**Receptionist**

Suttons Medical Group in Long Sutton are looking for an organised, hardworking, flexible, and enthusiastic Receptionist to join our team!

We are a dispensing practice with a patient list size of over 16,000 across our two sites in Long Sutton and Sutton Bridge. Our clinical team consists of 11 GPs, 8 nurses, 5 HCAs, and administrative, reception and dispensing team.

We are looking to appoint a part-time receptionist with excellent communication and organisational skills, preferably with experience of working in a GP/medical environment to work at our Long Sutton Surgery. Experience of EMIS preferred but not essential as training will be provided.

Please forward a covering letter and CV to: -

Mrs Carol Pentland

Practice Operations Manager

Suttons Medical Group,

Trafalgar Square,

Long Sutton,

Spalding,

Lincs

PE12 9HB

[Carol.Pentland@nhs.net](mailto:Carol.Pentland@nhs.net)