**Vacancy**

**Medical Secretary**

Suttons Medical Group in Long Sutton are looking for an organised, hardworking, and enthusiastic Medical Secretary to join our Secretarial 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/ full-time Medical Secretary with excellent communication and organisational skills, with previous experience as a Medical Secretary preferred, who can complement our supportive secretarial team. 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

Email: - Carol.Pentland@nhs.net