



This week's

# APPRENTICE & TRAINEE JOBS



## Earn, Learn & Get Ahead with an Apprenticeship

### Business and Admin Apprenticeship

This is an ideal opportunity to start the New Year with a new apprenticeship at this local Medical Practice.

The purpose of the role is to offer general assistance to the Practice Team and project a positive and friendly image to patients and other visitors, either in person or via the telephone. You will receive, assist and direct patients to access the appropriate service or healthcare professional in a courteous and efficient way. There are a variety of administrative duties including the provision of secretarial and clerical support to clinical staff and other members of the Practice team, maintaining and monitoring the Practice appointments system, processing repeat prescriptions in accordance with Practice guidelines. You will also cover many other basic office duties.

You will work towards your Level 2 Certificate in Business Administration and attend training fortnightly at our local training centre.

If you are friendly, organised, able to communicate well at all levels and understand the need for confidentiality, this could be the ideal apprenticeship for you.

▲ Salary: £3.40 /hour ▲ Job Location: Cheddar, Somerset BS27 3NZ

▲ Required education: Secondary education ▲ Closing date: 17th Feb 2017

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