**Dr** **Sarah Davies· Dr Jacqueline Scott · Dr Benjamin Robinson · Dr Natalie Rees · Dr Morgan Pomeroy · Dr Rhodri Hughes**

**PMC**

**Pontprennau Medical Centre**

Pontprennau Medical Centre · 33 Kenmare Mews · Cardiff · CF23 8RJ

Tel: 02920 739999 · Fax: 02920 739998

We are looking to recruit a full time receptionist/administrator to work 37 hours per week between the hours of 8:00am and 18:00pm, Monday - Friday

Pontprennau Medical Centre is a friendly, patient centred GP surgery based across two sites in the Pontprennau & Pentwyn area. The practice is based in a popular and expanding area where needs are continually changing.

We are looking for an enthusiastic receptionist/administrator with good communication and interpersonal skills to join our team.

You will be part of our front of house team who are the first contact for our patients as well as undertaking daily admin tasks and responsibilities. This is a varied, rewarding and challenging role which will suit people who are highly motivated and can cope with a demanding environment and lots of patient contact both face to face and on the telephone.

Full training will be provided by the practice. Salary is £9.38 per hour

Applications and a covering letter should be sent by email to the Practice Manager, Hollie Fraser – [hollie.fraser@wales.nhs.uk](mailto:hollie.fraser@wales.nhs.uk)

Closing date for applications is Friday 3rd May 2021. Please note we reserve the right to close sooner if necessary therefore early submission is advisable.