**About the role**

We are a friendly, busy rural GP Practice looking to recruit a part time / full time trainee dispenser with occasional reception cover to join our team. Full training will be given to the successful applicant. The post holder will work across our two sites: Tillingham Medical Centre and Maylandsea Medical Centre.

This is a unique role combining dispensary and reception. You must have excellent communication skills, and the ability to work under pressure in a small team while remaining enthusiastic and self-motivated.

The main responsibilities of the role include:

* Dispensing medication – acute and repeat
* Processing repeat medication requests
* Dealing with patient queries – both face to face & via telephone
* Issuing completed prescriptions to patients, involving handling money and communication of delays or shortages to patients regarding prescriptions
* Processing and adding orders to SystmOne
* Ordering stock and stock control
* Keeping up to date with changes in legislation
* Booking appointments

You will be required to work Monday to Friday with times ranging from 7.30am to 6.30pm.

**About the Candidate**

You will have the following skills/experience:

* Previous experience at a GP surgery is preferred but not essential
* Previous experience of dispensing is preferred but not essential
* Experience in a customer service or receptionist role is the minimum requirement
* Excellent team player
* Flexible and adaptable
* Embraces improvement and change
* Able to deal with pressure and conflicting demands
* Enjoys interacting with patients and providing excellent customer service
* A good sense of humour is essential!
* IT literate with Microsoft office a must

**About us**

We are a small training and dispensing practice with a clinical team of GP’s, ANP’s and nurses, serving a patient population of 5,500 patients. We operate a SystmOne clinical system with a history of excellent QOF achievement and a CQC rating of outstanding. We are a member of the Dengie and South Woodham Ferrers Primary Care Network.

Interviews will be held in the week commencing 3rd June 2024. Contact Margaret Shipton, Dispensary Manager, on 01621 778383 / 742233 for more information about this post or please send your C.V. with covering letter to the Practice Manager, Samantha Hoes at sam.hoes@nhs.net.

**Closing date Thursday 23rd May 2024**