

South Meadow & Dedworth Surgeries

Administrator

20 – 25 hours

We are expanding our admin team and are recruiting to this part-time post based in Windsor. General administration duties with a focus on medical records and disease recall systems. You need to be organised, be able to use initiative and work well in a team.

**Apply via CV to Rachel Procter via
rachelprocter@nhs.net**

Closing date: 30th April 2019

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