

Receptionist/Data Administrator Apprenticeship

Job Ref: 70949

Location: Torrington

Area: Business & Administration

Weekly Wage: £122.50

Weekly Hours: 35.00

Employer: Castle Gardens Surgery

Brief Description:

An opportunity to work in an office environment working closely with NHS health professionals. Extremely varied role requiring good communication skills and IT skills, as well as general office duties for which full training will be given.

Skills required:

- communication skills - verbal and written
- computer literacy - keyboard skills, Windows, email
- ability to learn and quickly absorb new information
- accuracy and competency
- hard-working - capable, resourceful
- enthusiastic - keen to learn, initiative
- adaptable - team member
- level-headed - confident, calm
- presentation - neat and tidy
- personable, good telephone manner

Personal qualities: Confidentiality and the ability to multi-task essential

Qualification Requirements: Minimum of 4 GCSEs or equivalent at grade C or above [2 of which are English and Maths]



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