

## **Full- or part-time receptionist required.**

We are looking for the right person who will:

- Be part of a Team who strive to deliver a high standard of patient care
- Use initiative to support the patient journey
- Be friendly and professional towards patients and colleagues
- Have attention to detail for administration duties.

We can offer:

- Full-time work, 37.5 hours per week. Or part-time minimum of 25 hours per week.
- Working Monday - Thursday 8am until 5:15pm and Friday 8am - 12:30pm
- Part-time at the beginning of the working week but having a degree of flexibility
- Competitive rate of pay based on experience
- Indemnity costs covered
- The health and safety of our staff and patients is our top priority. New Standard Operating Procedures have been implemented, post Covid, which are reviewed in line with evolving guidelines. Training is given to all staff regarding our new working arrangements.

Please apply to:

Gillian Swinson, Practice Manager via email: [jobs@hilltop-dental.co.uk](mailto:jobs@hilltop-dental.co.uk)