

Job description

THE CLIFT SURGERY

Minchens Lane

Bramley

Basingstoke

Hampshire

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www.cliftsurgery.co.uk

Vacancy for a Dispensary Assistant

Due to increased workload, we have a great opportunity for the right candidate to join a fast paced busy local doctor's practice, working in our dispensary.

The weekly hours will be:

Monday 8am – 6pm

Tuesday 8am – 6pm

Thursday 8am – 1pm

Duties would include serving and assisting patients when they collect medication, in addition to supporting the day-to-day smooth running of the department. The position would suit an organised methodical person with good communication skills who would cope in a fast paced environment. We are looking for a team player ideally with good computer skills. Full training will be given.

It is not possible to be a patient and an employee at the surgery.

If you would like to apply, please email your CV for the attention of Alison Lewis.

Job Type: Part-time

Part-time hours: 25 per week

Salary: From £10.42 per hour

Benefits:

- Company events
- Company pension
- On-site parking
- Sick pay

Schedule:

- Day shift
- Monday to Friday

Work Location: In person