

Secretary/Practice Administrator

PERSON SPECIFICATION

- ✓ Ability to work as a member of a team and also on one's own initiative.
- ✓ Resourceful, self-reliant and able to use common sense and own judgment.
- ✓ Friendly, helpful manner.
- ✓ Discrete and able to preserve patient confidentiality.
- ✓ Neat and tidy in appearance.
- ✓ Reliable with high personal standards.
- ✓ Flexible, adaptable and able to embrace change.
- ✓ Readiness to learn and accept new challenges.
- ✓ Good communication skills.
- ✓ Perseverance and attention to detail.
- ✓ Lateral thinking/problem solving skills