**North Cumbria Primary Care Alliance**

**Receptionist/Telephonist/Administrator**

Based at: Eden Medical Group, Port Road, Carlisle, CA2 7AJ

Hours: Full-time and Part-time available

Salary: £17,435 (pro rata) plus NHS Pension

An exciting opportunity has arisen to join a hardworking, loyal, flexible, established team in a busy and diverse GP practice with over 15,000 patients.

Based at Eden Medical Group in Carlisle you will work as part of a team responsible for delivering a high quality, patient focussed, efficient service as the first point of contact for our patients. You will be expected to demonstrate excellent communication / customer skills and show empathy when required. You will be proficient in IT and able to work in a busy, challenging environment.

NCPC Ltd is an innovative not for profit social enterprise, established to create a network of great practices that sustains and supports the development of general practice across the local area. We enable our member general practices to continue to operate as local family practices with the benefit of a large and robust infrastructure to provide support.

We want our practices to become wellbeing practices, actively closing the gaps around mortality and morbidity. The ethos of the company is one of collaboration, learning and continuous improvement.

This position is aimed at those who wish to be part of a supportive and friendly team working together to help shape the future of General Practice.

For further information regarding the post not included within the Job Description please contact Barrie Hyslop, Service Delivery Lead, 01228 553833.

Closing date is Monday 9th August 2021.