

We are looking for an enthusiastic, reliable Administrator to join our busy and friendly team at our Hamworthy Surgery. You will have excellent communication skills, be reliable, flexible and well organised. I.T. skills are essential as is the ability to work under pressure. Experience in a similar role would be an advantage.

We are recruiting for 19 hours which will be worked between Monday - Friday.

Salary: £7.58 per hour.

Please see the job description attached for full details of the role along with TAP application form, if you have any questions or would like to submit a completed application please email [laura.evans@dorset.nhs.uk](mailto:laura.evans@dorset.nhs.uk)