

Wye Surgery Job Vacancy

Full-Time Apprentice Dispensary Assistant

Overview

This vacancy will give the right candidate an opportunity to learn all the skills and responsibilities of a Dispensary Assistant in General Practice. It's a rewarding and demanding role where no two days are the same and there are endless skills to learn.

Full training will be given, and you will be supported throughout your apprenticeship by experienced team members and Managers

The role

Your role will include:

- Contact with patients - both face to face and over the phone
- Updating patient medical records
- Assisting with all dispensary administration.

You will also receive the training to achieve Level 2 NVQ Certificate in Primary Services Skills - a course that provides skills and knowledge about the legal aspects and procedures within a dispensary.

Education

You must have a good general education preferably with GCSE English and Math's (Grade C or above), plus a willingness to learn, a smart appearance and an appreciation of confidentiality.

Applications and Enquiries

Please download the Application Form from our website.

Please contact Helen Goodman if you have any enquiries about this position; and post or email your application to her at:

Mrs. Helen Goodman
Assistant Practice Manager
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