

* Join Our Team as a Doctors' Personal Assistant! *

📍 Part-Time (1pm to 6pm Monday to Friday) | Permanent | Queens Road and Longfrie Surgeries

Are you organised, proactive, and passionate about supporting high-quality patient care? We're looking for a dedicated Doctor's PA to be the right hand to our clinical team.

About Us:

At QRMP, we pride ourselves on providing high-quality healthcare services to our community. We value compassion, integrity, and teamwork.

About the Role:

- ✓ Manage the doctor's schedule and correspondence
- ✓ Prioritise and coordinate tasks, calls, and meetings
- ✓ Ensure patient documents, referrals, and reports are processed efficiently
- ✓ Support day-to-day administrative needs for a busy medical professional

What We're Looking For:

- **Qualifications:** Admin or PA certification preferred but not essential
- **Experience:** Previous PA / medical admin experience preferred but not essential
- **Skills:** Microsoft Office, strong communication, excellent time management
- **Traits:** Discreet, organised, calm under pressure, team player

Why Join Us?

- ✓ Be a vital part of a supportive healthcare team
- ✓ Help streamline patient care and practice efficiency
- ✓ Grow your career in a dynamic and respected GP setting

Apply Now! For further information or to apply, send your CV and cover email to: jobs@eqrmp.com

#DoctorsPA #MedicalAdmin #JoinOurTeam #PrimaryCareJobs #QRMP