

## \* Join Our Team as a Telephonist! \*

Are you passionate about healthcare and committed to excellence? QRMP, a dedicated general medical practice, is looking for a motivated, part-time, permanent **Telephonist** to enhance our team!

### **About Us:**

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

### **Key Responsibilities:**

- Maintain the smooth operation of the switchboard.
- Update patient medical records with changes to personal details.
- Supporting other departments with ad-hoc administration tasks.
- Foster a positive, collaborative work environment.

### **What We're Looking For:**

- **Qualifications:** Administration qualification preferred.
- **Experience:** Previous experience preferred but not essential.

✓ **Skills:** Proficient in Microsoft Word, Excel, and Outlook; strong attention to detail; excellent communication skills.

✓ **Traits:** Flexible, team-oriented, and able to handle sensitive information confidentially.

### **Why Join Us?**

Be part of a dynamic team that prioritises patient care and continuous improvement. Contribute to a positive work culture while ensuring an exceptional patient experience.

**Ready to make a difference?** Apply now by sending your CV and a cover email to [jobs@eqrmp.com](mailto:jobs@eqrmp.com)

#Switchboard #Administration #JoinOurTeam #QRMP