

Full -Time Call Handler/Administrator at Cove Bay & Kincorth
Medical Practice



An opportunity has arisen to join Cove Bay & Kincorth Medical Centre as a full time Call Handler/Administrator. The hours are Monday to Friday, 10.15am to 6.15pm and will be based at our Cove practice.

We are looking for an enthusiastic candidate who enjoys working in a fast paced environment. The candidate must have excellent communication, IT & organisational skills with a great attention to detail and be able to multi task.

Please email your CV and covering letter to gram.kincorthadministrator@nhs.scot or in writing to Susan Gillan, Practice Manager, Cove Bay Health Centre, Earns Heugh Road, Cove Bay, Aberdeen, AB12 3FL.

Closing date is Tuesday 31st October 2023.