

**Do you have clear and concise written and verbal communication skills? Can you organise your own time effectively? Do you have previous office/secretarial experience?**

**East and North Hertfordshire Hospital** would love to hear from you!

NHS Professionals run the temporary work placements at West Hertfordshire Hospitals and we are looking for a **Consultant Medical Secretary** to start ASAP!

Location: Stevenage

Band: 4

#### **What will your duties and responsibilities be?**

- To provide a high standard of secretarial and administrative support to the designated Consultant(s) and their team within the clinic and office environment
- To work alongside other Medical Secretaries, typists and their Consultants within the team, in order to maintain the smooth running of the department
- Ensure the accurate audio and/or copy typing is carried out promptly within agreed deadlines
- Retrieve patients X-rays for Consultant review, for meetings or for sending to other hospitals
- Ensure that correspondence is passed promptly to GP surgeries, solicitors, other hospitals, other departments, social workers etc
- To respond promptly and politely to all telephone enquiries from patients, GP's, relatives and other healthcare workers

#### **What perks are we offering in return?**

- 1st choice of over 4,200 placements – your dedicated consultant can book your placements today.
- Work this week, get paid next - Get paid the following Friday when you release your timesheets by 23:59 on Wednesday.
- Get paid to take holiday! - Holiday is accrued during every shift you work.
- Statutory maternity/paternity (subject to qualifying criteria)
- Access to our very own pension scheme called 'NHSP Stakeholder pension' for eligible members
- Free training and development opportunities

...and we are part of the NHS family!

We value your skills and experience and can provide you with a fantastic opportunity to work within the NHS and deliver a great experience for patients.

#### **Where can you find out more?**

Contact the admin and clerical team on 03330 144354 or email [a&c@nhsprofessionals.nhs.uk](mailto:a&c@nhsprofessionals.nhs.uk)