

**Do you have clear written and verbal communication skills? Do you pay close attention to detail? Do you have previous admin 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 an **Appointments Coordinator** to start ASAP!

Location: Stevenage

Band: 3

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

- Provide administrative support and coordinate nurse led telephone assessment clinics
- Update patient information on the systems
- Book virtual clinic appointments and record attendance and disposal
- Basic audio typing on prepared letter templates for patient / GP results.
- Support the monthly team meetings by taking minutes and circulate.
- Ensure appropriate messages are communicated to the relevant staff in a timely and accurate way. This includes checking voicemail messages.
- Organise team meetings, arrange venues, dates and times, and issue meeting invites.

**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)