

Do you have excellent interpersonal skills? Are you flexible, approachable and a team player? Do you have knowledge of IT systems?

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 **Administrative Assistant** to start ASAP!

Location: Stevenage

Department: Ophthalmology

Band: 2 & 3

What will your duties and responsibilities be?

- Provide an administrative service to the consultants and senior nursing team using relevant IT systems
- Liaise with Consultants, Matron, ward sisters, managers, doctors, nursing staff, administrative staff, GPs, patients and relatives as required
- Audio-type letters including transcribing medical terminology
- To arrange, attend and take notes for department/divisional meetings as required
- Assist in the production of departmental medical rotas as required
- Assist senior nurses with off duties and E-Roster on a weekly basis or as required

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