

Office Administrator x 2

Are you looking for your first steps in a career in business administration? Build skills that will last, be a part of something that matters...and have fun working with us!

The Role:

At Priory Medical Group, we have a forward thinking, patient focussed administration team. The administration team pride themselves on not only meeting their targets but also driving our business forwards in new and innovative ways of working. We are also here to support everyone working at our organisation who provide patients with the care they deserve.

As an Office Administrator in this team, you will help us make all this happen.

This role would offer fantastic experience providing basic administration support to our administration teams.

Hands-on experience working with these people can help support any future career in business administration, we will help you develop your skills in time management, basic administration and communication that will last a lifetime...the rest is up to you!

Do bring your sense of humour and personality with you!

There are 3 specialities in our administration team and we have many other administration roles in the practice. During your time with us we will hope to find the role that gets your juices flowing and you enjoy and succeed in.

What we look for

An ability to feel a part of our team right away will be a great start.

Our administration team members all have different personalities, ideas, sense of humours, and different ways of looking at a situation...that's what makes it great working with us. You will have the ability to thrive working alongside different types of people.

It's a fast paced environment and we all rely on each other's work being accurate and on time to deadlines. So you will need a pride in your work to ensure the basic administration support you provide is right – first time – every time.

The only thing that stays the same here...is we can expect change! We positively encourage changes and better ways to how we do our work. Not only will you need to approach change, new situations and challenges with dose of common sense and can-do attitude...but we expect you to 'think out loud' and add your own ideas about how we can be better to our pot!

Essential: proven background in a vocational or academic environment of:





- Excellent written and verbal communication skills
- Juggling different deadlines at the same time
- Working with a team who relied on the quality of your work and meeting deadlines
- Succeeding where flexibility and a positive outlook was required
- Proven efficient and accurate keyboard skills. Competent in the use of PC software including Microsoft Outlook and Word. Full training will be given for in-house systems
- GCSE C* or higher in English and Maths



Desirable (not essential):

- NVQ Diploma in Business and Administration (i.e. Level 1 – 2) or equivalent

So are you in?

Job title: Office Administrator
Type: 12 month Fixed Term Contract – with possibility of permanency
Location of work: Priory Medical Centre, Cornlands Road, Acomb, York
Hours: 37.5 hours per week (Monday to Friday)
Pay: £7.75 per hour
+ Company pension scheme



How to apply:

Please apply for this vacancy by [clicking here](#) or visiting www.jobs.nhs.uk and searching Priory Medical Group, York



Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for. **Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability after candidates are invited to interview and only if the candidate feels they require adjustments in the interview process.

