



Salisbury Medical Practice, Fisherton House, Fountain Way, Salisbury, Wiltshire,
SP2 7FD

LTC ADMINISTRATOR

Our friendly, innovative, and supportive Medical Practice in Salisbury is looking to recruit a committed, flexible and motivated LTC Administrator to join our team.

The Long Term Conditions (LTC) Administrator will be responsible for ensuring that patients with long term conditions (e.g. diabetes, asthma, COPD etc.) are accurately recalled, coded, booked in and followed up in relation their annual review whilst adhering to Practice policies and procedures.

The ideal candidate will have had previous customer service experience (ideally in a medical environment, however this is not essential), will have had experience working as part of a team and independently and have excellent organisation and communication skills. Applicants must have a friendly disposition, be approachable, adaptable to change and have the ability to problem solve. We work in a fast-paced environment therefore the candidate must be a fast learner and have a good sound knowledge of IT.

What we offer:

- ❖ *Competitive salary*
- ❖ *5 weeks annual leave (pro rata) plus bank holidays (pro rata)*
- ❖ *Opportunity to join or continue on in the NHS pension scheme*
 - ❖ *On site free parking*
- ❖ *On site café including complimentary lunch selection for staff*
 - ❖ *Staff well-being events including monthly treats for staff*
 - ❖ *Annual away day*
 - ❖ *Star of month award*

This is a permanent position for 25 hours per week, 5 hours a day working across Monday to Friday. Applicants must be eligible to work in the UK and the deadline for receiving applications is Sunday 24th July 2022. Please send completed application forms to alexis.bellis@nhs.net or post them in to our Fisherton House site. If you have any questions or comments, please do not hesitate to contact us by email: alexis.bellis@nhs.net.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date.