

Receptionist, Band 2

West Hertfordshire Hospitals would love to hear from you!

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

Location: Watford

Department: Cardiology

Band: 2

What will your duties and responsibilities be?

- General administrative duties
- Book new and follow up test and outpatient department appointments
- Prepare notes for procedures/clinic
- File test results and paper work
- General Reception duties
- Communication: Receive all phone enquiries, pass on calls and enquiries etc.

We are the largest recruit of bank staff to the NHS. In return for your hard work we are offering the following perks:

- 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