



## **JOB VACANCY – Medical Receptionist / Care Navigator**

**Salary:** £11.44 per hour (Subject to Pending 2024/25 Pay Review)

**Hours:** 18 hours per week [Monday, Thursday and Friday between 8:00am and 6:30pm] + additional overtime hours to help cover annual leave/sickness.

The Vale Of Neath Practice are looking to recruit an experienced receptionist/care navigator to join our busy and friendly practice in Glynneath. The practice is located in the new modern purpose-built Vale Of Neath Medical Centre in Glynneath, which is easily accessible, by private and public transport. The post will be permanent following a successful probation period.

The successful candidate will be an enthusiastic, reliable and motivated team player to work within our small and friendly team. Ideally, you will have excellent administrative skills and gained previous experience working within a GP practice, but we will provide training and support.

Applicants are invited to submit a written summary of their skills, together with a copy of their current CV.

**Please send applications to:**

Mr Alex Davies - Practice Manager  
The Vale Of Neath Practice  
Vale Of Neath Medical Centre  
Glynneath Road  
Glynneath  
Neath  
SA11 5AT

**Email:** [alex.davies2@wales.nhs.uk](mailto:alex.davies2@wales.nhs.uk)

**Tel:** 01639 722431

**Closing Date:** Friday 31<sup>st</sup> January 2025

**Please note:** *If a high volume of applications are received, we reserve the right to close the post before the stated closing date. Please apply as soon as possible to avoid disappointment.*