

**Medical Secretary Band 3
1.00 wte (37.50 hours)**

Permanent

This is an exciting opportunity in NHS Lothian, as we have a vacancy for a Medical Secretary Band 3, 1.00 wte (37.50 hours) within Psychology Services to work with the Maternity and Neonatal Psychological Interventions team. The post holder will be based at Royal Infirmary, Edinburgh.

The post holder will help to administer this service and liaise directly with those patients in treatment. This post requires good knowledge of Microsoft packages, and online systems, excellent communication skills and a willing to learn.

For informal enquiries please contact:

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