

THE YELLOW PRACTICE

TEL: 01738 621726



Drumhar Health Centre
North Methven Street
Perth
PH1 5PD

We're recruiting!

Practice Administrator (Full-time or part-time hours available)

We are looking for an experienced administrator to join our practice team at The Yellow Practice, Drumhar, Perth city centre.

This is a busy role carrying out various daily tasks whilst always ensuring good customer service for our patients. Previous General Practice or medical experience would be ideal, but not essential, however, you should have good keyboard skills and the ability to pick up new IT packages quickly. Training in practice systems will be provided.

Above all, you will be a good communicator, like helping people, working as part of a team and be able to demonstrate experience in a customer facing role.

We operate a weekly shift rota system of working Monday to Friday between an early start at 8am and late finish at 6pm, so flexibility to work between these hours will be essential either with an early start or late finish or both. Days and hours can be negotiated to suit the needs of the Practice and the successful applicant.

If you are organised and have excellent multi-tasking abilities, we would love to hear from you. Job packs are available from Reception. Please apply with CV and covering letter to:

Katy Oliver
Practice Manager
The Yellow Practice
Drumhar Medical Centre
Perth
PH1 5PD
Email: katy.oliver@nhs.scot

Closing date: Sunday 31 August 2025 (we reserve the right to close this post sooner than 31 August if sufficient applications received before this date).