



33-35 Corporation Circuit
Tweed Heads South NSW 2486
2-14 Henry Lawson Drive
Terranora NSW 2486
Ph: 0755 897 555
Fax: 0755 230 644

Receptionist position – Tweed Health for Everyone

We are a LARGE and very BUSY Super Clinic based in Tweed Heads South with 2 additional locations.

These sites include the mix of our: 27 GP's, 15 Allied Health Providers, Skin Clinic, Terranora, The Allied Hub, Call Centre, and onsite Pharmacy, Pathology, Dentist, Optometrist and Cafe.

Key Selection Criteria:

- A reliable person for a high profiled, extremely busy medical practice.
- A recent background in a mainstream medical practice position.
- Pride in your appearance, and possess an excellent eye for detail.
- Professional and empathetic approach with patients.
- Flexibility with shifts ranging between: Monday - Friday: 7am until 8pm, Saturday - Sunday: 7:45am until 2pm
- Best Practice or similar medical software is desirable.

Specific Duties:

- Producing a high standard of customer care at all times.
- Answering and dealing with all incoming phone calls.
- Maintain confidential medical files and office records.
- Communicate effectively with all providers, patients and other practice staff.
- Processing, receipting, raising accounts with patients following provider consultations.
- Scanning, faxing, photocopying patient documents as required
- Rotating shifts between the 3 locations of the Super Clinic (Tweed Heads), Terranora & The Allied Hub (Tweed Heads).

Please email your resume to the Practice Manager Alana.

Alana.flohr@thesc.com.au

Thank you

