



Amtan Medical Centres is looking for Casual Medical Receptionists to join our amazing team. We are an award winning company that strives on patient focus and offer support to our doctors, allied health, and all our staff. If you would like to be part of this rewarding team, and you have experience in a Medical Receptionist role, where you will support the successful running of the centre through:

- Delivering quality customer service to doctors, nurses and patients
- Maintaining confidentiality while managing patient records
- Greeting patients, answering telephone calls, patient triage and booking patient appointments
- Patient billing and payment collection
- Working in a team to support the Admin Supervisor

We have a great opportunity for you to work as a **Casual Medical Receptionist**. This is a true casual role, where you will be performing shifts to cover peak periods, unplanned and annual leave. Flexibility to work varied shifts, including weekends and evenings, is essential

You will join a fun and professional team, with ongoing training and career opportunities through our medical centres around Gold Coast area.

If this sounds like a great opportunity for you, then submit your application via email to lisa.cupitt@amtanmedical.com.au Please indicate your availability in your application.