

## MEDICAL RECEPTIONIST POSITION/S AVAILABLE

- New Clinic opening in Hope Island
- Friendly, supportive team who work together and support each other
- Practitioners have been practicing in the local area for many years and have a strong patient base
- Full time / Part- time position available (2-3 days or 4-5 days)
- Experience preferred using 'Best Practice' software, however, no experience with training will be considered for appropriate candidates
- Desired candidates will be professionally presented and well spoken
- Duties are attending reception and delivering an impressive first impression to our patients as the first point of contact. Scheduling appointments, managing billing and Medicare payments for patients, liaising with patients or specialists, telephone attendance and administrative tasks for the practice.
- A caring and empathetic personality, whilst being organized and detail oriented are suitable qualities
- Competitive and above industry standard Remuneration
- A support secondary receptionist will be recruited in the near future to assist and work with the successful applicant
- Off-site support services to attend to telephone calls will be available to assist the candidate to give high levels of attention and service to face to face patients without juggling when necessary.
- Opportunity to progress to Assistant Practice Manager and Practice Manager for the motivated and eager individual/s
- Ongoing professional development and training
- Ample car parking onsite for staff
- We are eager to meet with suitable candidates as soon as possible and please contact the Practice Consulting Manager to apply by emailing **Brett Sherrin** at **sherrin@sherrin.org**