

Private Practice Secretary 13 month contract

Gosford Private Consulting Suites is a busy specialist practice providing secretarial services to a range of practitioners including Cardiologist & Oncologists. The Consulting Suites link in directly with Gosford Private Hospital and ensure all patients are admitted via their specialists' room to our hospital through a professional and supportive approach.

About the Role:

There is an exciting opportunity for an experienced Practice Secretary to join us as part of our team for 13 months commencing 15th April 2019. The successful applicant will be required to work on a permanent part time basis 3 days per week with hours rostered between 7am – 6pm. We are looking for a dynamic individual who will be well presented, motivated and have a passion for ensuring quality service delivery across all business units. Primary duties will include, but not limited to: managing patient appointments and treatment schedules, general reception duties including assisting with patient enquiries, filing, faxing and taking phone calls and general customer service.

Essential Criteria:

- High level computer skills & thorough knowledge of Microsoft Outlook (including email, word & excel)
- Private practice experience or previous experience in a similar role (Oncology experience an advantage)
- Good general knowledge of, and experience in Blue Chip and Medical Director is desired
- Outstanding customer service
- Impeccable attention to detail and ability to prioritise and multi task
- Work collaboratively in a team environment
- Self-directed

Personal Attributes:

- Show compassion and empathy towards patients
- Strong customer service focus
- Excellent presentation and interpersonal skills
- Ability to work under pressure, manage multiple tasks and show outstanding time management skills
- Ability to remain calm and professional in a busy practice environment
- Roster flexibility

Please forward your application including cover letter and 1-2 page resume to:

Kylee Rew, Gosford Private Consulting Suites Practice Manager at kylee.rew@healthcare.com.au

Applications Close: Monday 25th March 2019

