

## Executive Assistant Leadership Team

### Permanent Full Time

Gosford Private is seeking a dedicated and enthusiastic Executive Assistant to support their Leadership Team. This is an exciting opportunity to contribute to promoting the best outcomes and experience for patients and staff at Gosford Private Hospital. The Executive Assistant to the Leadership team is responsible for supporting the team in clinical governance through minute taking, collating reports and booking meetings. They are also required to support and relieve the Executive Personal Assistant.

Gosford Private Hospital has been the largest and most comprehensive private hospital on the CentralCoast for over 40 years and has played a pivotal role in providing quality service to the community across several generations. The hospital currently consists of 129 inpatient beds, 9 operating theatres, 2 endoscopy suites and provides general and advanced surgical services, orthopaedic, medical/oncology, Cardiac Services with Cath Lab & CCU/ICU, rehabilitation, and the Central Coast's only private obstetric unit.

#### Essential Criteria:

- Advanced communication and organisational skills
- Attention to detail and ability to manage multiple tasks
- Thorough knowledge of Microsoft Office including Outlook, Word and Excel
- Ability to adhere to deadlines
- Commitment to Value Based Healthcare

#### Desirable Criteria:

- Previous experience with WebPAS, Cyberquery, Equifax and Solv-injury
- Previous experience with Return to Work Co-ordination

For information regarding applications, contact:

Sue Dalton

Executive Assistant on 4304 3436 or by email

[sue.dalton@healthcare.com.au](mailto:sue.dalton@healthcare.com.au)

Address written applications to:

Jennifer McNamara

Director Clinical Services Gosford Private Hospital

[gos.gosfordjobs@healthcare.com.au](mailto:gos.gosfordjobs@healthcare.com.au)

**Applications close: 15<sup>th</sup> November 2020**

