

## Medical Administrator / Secretary – part time

Dr Levi Bassin - Cardiothoracic Surgeon – San Clinic, Wahroonga and St Leonards

Dr Levi Bassin is a consultant Cardiothoracic Surgeon working at the Sydney Adventist Hospital, Royal North Shore Hospital, North Shore Private Hospital and the Mater.

An experienced part-time medical secretary / receptionist is required for 20-24 hours per week, over 3 days (flexible) with potential to increase to full time over the next 6 - 12 months.

The rooms are located in Wahroonga, where administration staff are on site 2-3 days a week. The secretary will also be required to attend clinics with Dr Bassin in St Leonards approximately one day a week.

Experience in a medical practice is required.

Dr Bassin runs a paperless practice; familiarity and proficiency with Apple computers is essential.

Broad responsibilities would include answering phones, making appointments, hospital bookings, scanning and electronic filing, sending correspondence, and running patient clinics approximately once a week.

Training in our cloud-based medical software will be provided. Please forward your resume to [admin@levibassin.com](mailto:admin@levibassin.com)