

MEDICAL SECRETARY

Location – San Clinic, Sydney Adventist Hospital, Wahroonga

We require an experienced medical secretary 5 days a week to work in our busy, highly regarded specialist medical practice based on Sydney's North Shore.

This position is available for immediate start.

Essential requirements of this position are:

- Previous secretarial experience in a specialist medical practice
- Dictaphone typing experience with medical terminology knowledge
- Excellent interpersonal & communication skills
- Ability to work calmly under pressure
- Good knowledge of Genie software or similar
- Ability to multi-task maintaining attention to detail
- Flexibility in work hours in cases of occasional unforeseen urgencies

Desirable requirements of this position are:

- Experience working towards or in a paper free environment
- Ability to work unsupervised and prioritise daily duties
- Mature, professional attitude and presentation

Your responsibilities will include:

- Telephone enquiries and appointment bookings
- Smooth running of daily outpatient clinics and surgery lists
- Typing of letters
- Scanning of patient files and correspondence
- Daily outpatient billing and end of day banking
- Additional general secretarial and office duties

This is a great opportunity for a caring, empathic and well organised person to work alongside a group of dedicated specialists and their team. If you feel you have all the above attributes listed above and can offer the energy and commitment to uphold our reputation, please send your application to us as soon as possible.

For more information please contact the Practice Manager on 02 9473 8535 or email practicemanager@northsurgonc.com.au

Please forward your cover letter addressing the selection criteria and an up-to-date resume to practicemanager@northsurgonc.com.au

The closing date for applications is Friday 25 August 2017. However, applications will be reviewed and actioned as they are received - therefore early applications are favourable.