



Medical Secretary – Sydney Heart

Location: San Clinic Tulloch

Work type: Part-time (18 hours per week) Tuesday, Wednesday, Thursday - 6 hours per day.

We are looking for a highly organised Medical Receptionist/Secretary to join our practice located in Wahroonga. You will be efficient and motivated and able to work independently.

Key Areas of Responsibility will include:

- Be the face of the practice
- Provide secretarial support to doctors
- Booking/managing appointments
- Answering incoming calls
- Management of patient invoicing and receipting of consultations
- Arranging hospital bookings

The Successful Candidate will have:

Essential:

- Minimum 1 years' experience as a Medical Secretary
- Experience with Practice Management Software
- Microsoft Office knowledge (MS Word & MS Outlook)
- Strong communication skills
- Excellent attention to detail
- Excellent organisational and time management skills
- A highly professional and clear articulate manner
- Must be able to work independently as well as part of a team

Desirable:

- Experience working for a Specialist/Cardiology Practice
- Experience working in a paperless office
- Experience with SHEXIE
- Sound medical terminology

Remuneration: Dependent upon experience

Applications must include a cover letter addressing the criteria as well as a current resume.

Please submit applications via email to: Practicemanager@sydneyheart.net

Applications close: Close of business Thursday 10 May 2018.