



Patient Services – Clerical/Administration frontline roles including emergency care

Weekdays, Nights and Weekend Shifts available

Location – Sydney Adventist Hospital

Opportunities for various weekdays, weekend and night shift clerical positions are available within Sydney Adventist Hospital's Patient Services department.

This is to undertake registration, admission and other clerical duties within Emergency Care and other frontline departments of Sydney Adventist Hospital.

We are seeking team players who are capable of showing initiative and are comfortable working some night shifts, weekdays and some weekends in a patient facing and customer service roles. To be successful you will have experience with clerical duties relevant to a private hospital or similar settings. You will also be comfortable in an emergency care setting, have an excellent phone manner and take pride in your customer service and accuracy.

Immediate starts or commencement dates by arrangement.

Closing date for applications is Friday 1st December 2017. Email applications to Verna Marsh on vernam@sah.org.au

For an informal discussion please contact Verna Marsh on 02 9487 9922.