



Physiotherapy department frontline reception and support – part time hours - to be negotiated

Role to commence February or as soon as practical

Location – Sydney Adventist Hospital

San Physiotherapy is seeking applications for receptionists to join our support team in 2018. Our support team is responsible for providing excellent customer service to both out patients and inpatients, and strong support to our allied health staff. San Physio is a vibrant, busy service situated within Sydney Adventist Hospital.

Principle Responsibilities

- Answer the telephone
- Receive and convey messages in writing, verbally and electronically
- Liaise with patients and their families in a compassionate manner
- Liaise with allied health staff
- Make appointments
- Bill patients and receipt monies
- Undertake banking procedures and operate EFTPOS machine
- Fax/Scan/File documents
- Control waiting areas

Essential Criteria

- Experience in administration and customer service
- Excellent phone manner
- Outstanding customer service skills
- Computer literate
- An understanding of confidentiality and privacy
- Ability to work both independently with initiative, and as a team member
- Strong time management & organisational skills
- Excellent written and verbal communication skills

Desirable Criteria

- Previous experience in medical administration

For more information please contact Ronelle Canavan, Allied Health Manager, on 0414 879 420 or email Ronelle.Canavan@sah.org.au.

Please forward your cover letter addressing the selection criteria and an up-to-date resume to Ronelle.Canavan@sah.org.au.

The closing date for applications is 7 January 2018. However, applications will be reviewed and actioned as they are received, therefore, early applications are favourable.