

Medical Secretary – Sydney Heart, San Clinic

Part-time (12 hours per week)

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 with the potential for flexible school working hours.

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
- Experience supervising staff

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 19th April 2018.