

**Practice manager / Medical Secretary - Maternity Relief position (up to 12 months) – Sydney Heart based in the San Clinic**

**Location:** San Clinic Tulloch

Part-time (30 hours per week)

We are looking for a highly organised and experienced Practice Manager / Secretary to join our practice located in Wahroonga. You will be an experienced, willing to demonstrate your considerable skills and shine.

**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
- Practice management duties as required

**The Successful Candidate will have:**

**Essential:**

- Minimum 2 years' experience as a Medical Secretary / Practice manager
- 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

**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](mailto:Practicemanager@sydneyheart.net)

Applications close: Close of business Thursday 19<sup>th</sup> April 2018.