



Patient Services Administrative Assistant – full time role

Location – Sydney Adventist Hospital

A full time Administrative Assistant position has become available within Patient Services department at Sydney Adventist Hospital.

This is a pivotal role to provide valuable assistance to the Assistant Director Commercial Services, Patient Accounts Manager and the Admission and Discharge Manager on a wide range of administrative, policies & procedure and customer service duties.

The successful applicant will have the following experience, skills and attributes;

- Personal assistant and administrative skills and experience
- Experience in Private Hospital administrative, billing and customer service duties
- Proficiency with Microsoft Office (including Excel, MS Word and PowerPoint)
- Excellent organisational and time management skills
- Competent verbal communication, writing and listening skills in a formal group setting, face to face and during phone discussions with both staff and patients
- Excellent letter writing and policy & procedure writing skills
- Ability to effectively interact with management, team members and peers
- Ability to participate as an effective team member
- A strict adherence to confidentiality and patient privacy requirements
- A self-starter with the ability to be decisive and to act independently
- Enjoys encouraging others to explore solutions for themselves.

The successful applicant will provide a meaningful contribution to ensuring Patient Services continues to offer excellent customer service to every patient on every occasion.

Enquiries and applications to Mr Steve Salmon, Assistant Director Commercial Services.

Phone 94879731, 0418 670 198 or email SteveSa@sah.org.au by 28 May 2018.