



## **Radiology & Nuclear Medicine Secretary & Medical Typist – Full time (job share considered)**

An opportunity exists for a highly motivated and skilled medical typist to join our friendly, dedicated and professional administration team. This role will utilise your strong typing skills and attention to detail. We have a team of radiologists who utilise a transcription workflow, requiring typing of approximately 100 reports each day (per typist). Reports are a variety of short and long dictations for X-ray, CT, PET, Nuclear Medicine, MRI, Mammography and Ultrasound.

This role can also offer a variety of administrative duties including appointment scheduling, general reception tasks, invoice and receipting, report production, collation and distribution.

San Radiology & Nuclear Medicine is located within the Sydney Adventist Hospital, fondly known as the SAN, a not-for-profit private hospital located in Wahroonga, on Sydney's North Shore. Staff are also able to take advantage of generous salary packaging options and fitness passport. Staff parking (paid) and on street (free) parking is available.

### **Essential:**

- Demonstrated computer literacy and Microsoft Office skills
- Strong customer service skills
- Excellent attention to detail
- Proven team player
- Excellent written and verbal communication skills
- Typing speed greater than 65 words per minute

### **Desirable:**

- Administration and/or secretarial qualification
- Completed Medical Terminology course
- Previous experience in a similar role within a Radiology or Nuclear Medicine department, imaging practice or similar

**Enquiries and applications may be forwarded to Nadine Thompson, Chief Radiographer, email [nadine.thompson@sah.org.au](mailto:nadine.thompson@sah.org.au)**

**Closing date 30<sup>th</sup> April 2019, applications will be assessed as they are received so earlier applications are favourable. Previous applicants need not apply.**