



Radiology Secretary / Medical Typist – casual hours

An opportunity exists to join our friendly, dedicated and professional administration team. The role offers a variety of administrative duties including appointment scheduling, general reception tasks, invoice and receipting, report production, collation and distribution. This role will utilise your strong customer service focus and attention to detail.

The Sydney Adventist Hospital, fondly known as the SAN, is a not-for-profit private hospital located on Sydney's North Shore.

Essential:

- Demonstrated computer literacy and Microsoft Office skills
- Previous experience in a similar role within a Radiology department, imaging practice or similar
- Strong customer service skills
- Excellent attention to detail
- Proven team player

Desirable:

- Administration and/or secretarial qualification
- Completed Medical Terminology course
- Experience as a Medical Typist – minimum 70 words per minute

Enquiries and applications may be forwarded to Nadine Thompson, Chief Radiographer, email nadine.thompson@sah.org.au

The closing date for applications is 20 April 2018.