



SAN ULTRASOUND FOR WOMEN

Medical Typist – Full time – 38 hours per week

An opportunity exists to join our friendly, dedicated and professional administration team with excellent working conditions in a pleasant working environment with the San Ultrasound for Women team.

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

The successful applicant will have the following attributes:

- Previous experience in a medical practice
- Exceptional patient care
- Excellent communication skills
- Proactive attitude and positive, professional work ethic
- Excellent presentation

Responsibilities:

- Greeting patients in a polite and courteous manner
- General clerical and front desk duties
- Patient bookings, registration and billing
- Communication with health professionals

This is a great opportunity for someone who wants to learn, develop, and be part of a pleasant, supportive and excellent work environment.

If you have any questions please contact our Practice Manager at irene.harapa@ultrasoundcare.com.

The closing date for applications is 5 March 2018. However, applications will be reviewed and actioned as they are received therefore early applications are favourable.