

# Position Vacant

## Administration Officer - Specialist Centre / Front Reception

### Casual

Care is our passion. People are our business. Excellence is our standard. Growth is our ambition.

**Forster Private Hospital and Mayo Private Hospital** are sister facilities offering Medical, Surgical, Rehabilitation and Oncology Services and Mental Health at Mayo. Forster and Taree are located 2 – 2.5 hours north from Newcastle and boast extraordinary natural landscapes including beaches, lakes, rivers, with many opportunities for outdoor activities amongst a friendly welcoming community and an enviable climate. Between both facilities we have five Operating Theatres and a state-of-the-art Hydrotherapy Pool at each site.

We are looking for a teammate that can attend to office procedures and reception duties as required, and possess sound word processing skills in Microsoft Word, have a pleasant telephone manner, must be well presented and able to work under pressure with minimal supervision, as well as in a team environment. Applicants may be required to work across both clinics and work to flexible hours as required, including some weekend hours.

**Your happiness is important to us, here are just a few things you will enjoy working with us:**

- Flexible working conditions to ensure a healthy work-life balance
- Wellbeing programs including discounted private health insurance
- Commitment to career development, ongoing training and development
- Paid parental leave
- Novated lease opportunities
- Reward and recognition program
- Free staff parking

**About you:**

- Previous experience in a healthcare setting
- Excellent written and verbal communication skills
- Ability to work within a team and under pressure
- Good knowledge of office procedures
- Competent keyboard skills and MS office
- Available to work some weekends
- Current NSW working with children check
- National Police Check certificate
- Evidence of COVID-19 vaccination compliance

**Desirable Criteria:**

- Previous medical reception experience with practice software such as BlueChip, Clinic to Cloud, Genie
- Certificate in Medical Terminology

**Closing date: 30 November 2024**

All written applications must address and meet essential criteria. Applications must include CV, cover letter and names of at least 2 professional referees.

**Position Enquiries & Applications:** [tracey.stallings@healthcare.com.au](mailto:tracey.stallings@healthcare.com.au)