

Rivergum Village Medical Centre - Medical Receptionist positions available

Our practices have been operating in the Nillumbik area for over 40 years, with Laurimar Medical Centre and Mernda Village Medical Centre joining our group in 2016. In early 2019, we are opening a new clinic at Rivergum Village Shopping Centre in South Morang.

We are looking for experienced Receptionists to join our exciting new practice.

Our General Practitioners are a team of highly experienced and educated professionals who are supported by a collegiate team of nursing, support staff and allied health.

We offer a working environment that encourages all of our staff to develop strong relationships with patients, helping us provide better health care to everyone who needs it in the local community

Job tasks and responsibilities

You will be responsible for:

- Front desk reception / meet and greet patients upon arrival
- Answering incoming phone calls, patient bookings and enquiries
- Open and distribute mail
- Ensuring all office administration tasks are completed in a timely and efficient manner
- Process billings and Medicare as required
- Resolve any patient complaints
- Ability to work independently
- General administrative/clerical duties as required

Skills and experience

You will have:

- Excellent communication skills (both verbal and written)
- Professional and polite manner
- Ability to work calmly within a pressured environment
- Excellent people skills and the ability to work within a broader team
- Strong customer service skills
- Possess strong work ethic and be extremely reliable and flexible
- Experience in Medical Reception and use of Best Practice is desirable but not essential as we will provide comprehensive in house training.

Supportive GP's, management & clinic staff as well as state of the art facilities with a competitive salary and comprehensive training.

If you have any queries, please send through to lbrooks@lifelonghealthcare.com.au

Applications close on **2 November 2019**