

TOORAK MEDICAL CENTRE

Medical Receptionist

Full-time & casual positions

INVITATION TO APPLY

The successful candidate will join the dynamic and efficient receptionist team to make our patients' experience the best there is, every time.

Our established and expanding Medical Centre is looking for a candidate whose exceptional interpersonal skills make the work flow smoothly, so our doctors and other service providers are content and effective in their roles.

You will achieve the rewards of personal satisfaction as you help our dedicated team care for our patients.

You must have:

1. *two years experience in General Practice reception and*
2. **show proficiency in all aspects of Pracsoft and**
3. **proficiency in the non-clinical aspects of Medical Director**

You will have highly developed communications skills and a sound knowledge of telephone technique.

You will understand medical terminology and be able to summarise and precis medical documents.

General office management skills, such as organisation, tidiness, faxing, scanning plus mail and stock handling are required.

Core skills required are Medicare and DVA batching & reconciliation, managing the cash, cheques, EFT and DirectCredits and preparing the banking and reconciliation of monies.

You will share a roster covering the hours of 7:30am to 8:00pm Monday to Friday.

Our comprehensive staff education program will support your role and enhance your knowledge and skills.

This position is for the caring, proficient and energetic team-player whom finds personal reward from helping others

I look forward to receiving your application by hand or email

Dr Richard M Smith

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