



Our busy practice is seeking to fill the following position:

Full Time Receptionist

Reporting directly to the Administration Supervisor the primary focus is to provide high quality reception and secretarial services to the patients, doctors and staff at the surgery in a caring and supportive manner. To maintain confidentiality of all information at all times. Serving as the primary practice contact person for our patients you would be responsible for the facilitation of health assessments and treatment to ensure patients' satisfaction. You are expected to gain an intimate knowledge of our clients' health care requirements and represent our patients' needs. In addition, you will build relationships with patients to encourage new and repeat business opportunities.

37.5 hours a week

The successful candidate will possess:

- Excellent interpersonal skills
- Able to communicate effectively with a variety of people
- Able to work independently or as part of a team
- Proficient in use of keyboard
- Previous experience in a general practice environment would be an advantage
- Proficiency in Windows operating system
- It is desirable to possess knowledge in Best practice (further training can also be arranged)
- Some flexibility of hours is expected
- Understanding of medical terminology
- Holds a current driver's license
- Has had a police check

Applications should be addressed to

Tracey Doonan – Practice Manager
North Blackwater General Practice
PO Box 72
Blackwater Qld 4717

Email – tracey@nbgp.com.au

Applications close 5 pm Friday 20 April 2018