



MEDICAL RECEPTIONIST - CASUAL ADELAIDE CBD

THE OPPORTUNITY

Due to one of our long term staff members moving on to new challenges we require an experienced Medical Receptionist to join our Practice Team.

This will be a casual role of approximately 16 hours per week, spread over 2 days per week and will include practice opening and closing sessions. The ability to cover additional shifts when other team members are on leave is a requirement of this role. There may be times that you will work on your own so being a self-starter will be important.

You will be responsible for the smooth and efficient day to day running of the Practice during your shifts, supporting our General Practitioners and Visiting Specialists, undertaking general office duties and administrative tasks as required by the reception desk or delegated by the Practice Manager.

The successful applicant will have experience working in a busy practice with an excellent phone manner and strong communication skills. The ability to triage, schedule appointments and manage our online bookings is a key requirement of this role.

As the successful candidate you will have a minimum of (2) years' experience working within a medical or allied health practice. In addition experience with medical billing and receipting using a Medical Software program will be highly regarded.

We are seeking a friendly, adaptable and resilient person with a team spirit who pays attention to detail. You will be part of a supportive practice team which has a strong focus on training the Practitioners of the future.

THE COMPANY

Adelaide Unicare is a company which is 100% owned & controlled by the University of Adelaide. Our mission is to:-

- Provide quality patient care.
- Provide a quality teaching network for medical undergraduate, postgraduate and allied health professionals.
- Facilitate research into General Practice.

Adelaide Unicare currently operates 2 General Practices within the Adelaide CBD, with additional practices in the metropolitan area including our purpose-built Teaching & Training facility in Playford. We also support rural training at our Minlaton practice located on the Yorke Peninsula.

TO APPLY

Please apply by following the relevant links on the Career One website or by following the employment links on the Adelaide Unicare website. Applications will close on Friday 22nd September 2017. But short-listing of candidates for this position will commence immediately and we reserve the right to close the position earlier than stated.