

Position Vacant

Location Mayo Private Hospital
Position Administration Officer

Description

Through growth and expansion of services Mayo Private Hospital is seeking an experienced Administration Officer to join its busy administration team. If you are positive and professional, this is a fantastic opportunity for you.

Mayo Private Hospital also offers surgical services through its 3 operating theatres and cardiac catheter laboratory, which are supported by our 4-bedded Intensive Care Unit (Level 1 ICU). We provide Medical, Rehabilitation, and Dialysis services to patients residing in the Manning Great Lakes and surrounding communities.

The position is casual with a view to part time as services expand. Applicants must be able to 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 travel to offsite clinics and work to flexible hours as required, including weekend hours.

Mayo Private Hospital is part of the Health Care group of hospitals, one of the largest private hospital Networks in Australia. We want to attract the best, the brightest and the most passionate people to our Administration team. Our goal is to become an employer of choice in the region offering our employees a working culture based on respect, empowerment and best clinical practice. We offer a supportive environment and are committed to our employee's ongoing education and professional development.

Essential criteria

- ✓ 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 weekends.
- ✓ Current NSW working with children check.
- ✓ National Police Check certificate – No older than 3 months on application.

Desirable criteria

- ✓ Previous medical reception experience.
- ✓ Certificate in Medical Terminology.

Closing date: Wednesday 4 August 2020.

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

Position enquiries and applications

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