



Position: Medical Receptionist

Location: Cobram

Hours/EFT: Casual

Status: Casual

NCN Health has an exciting opportunity available as a Medical Receptionist in our Medical Clinic. This position will be located at our Cobram Campus.

This position is responsible for providing high level administrative, reception and clerical services in an efficient and pleasant manner.

The Medical Clinic Receptionist duties involve greeting clients in person or by phone, production of documentation, filing, liaising with customers, patients, health care professionals and community members, receipting funds from clients and general administration support to staff.

Key Selection Criteria includes:

Mandatory:

- Satisfactory National History Criminal Check prior to commencement of employment (less than 6 months old)
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- A current Drivers Licence (if applicable)
- Immunisation in accordance with Infection Control Guideline

Essential:

- Certificate III in Office Administration or equivalent or previous experience working in an administrative role
- Ability to work in a busy office environment to self-manage demanding and changing workloads and competing priorities
- Excellent communication, interpersonal and organisation skills including demonstrated ability to liaise with people from diverse backgrounds
- Strong working knowledge and experience using Microsoft Office (Outlook, Word and Excel) and ability to learn new systems
- Sound accounting skills with ability to accurately receipt and balance money
- Ability to communicate verbally and in writing
- Demonstrated ability to work under pressure
- Demonstrated capacity of using initiative and be able to work unsupervised

Desirable:

- Previous Health Service experience
- Touch typing skills

Enquiries:

Sue Duscio, Medical Clinic Coordinator, phone 5871 0800

[For further information please see attached position description.](#)

Applications:

Must address the key selection criteria, include application letter, resume, complete an [application for employment form](#) and provide a minimum of 2 professional referees and submit an application to:

Nicole Cason**Director of People and Culture**

PO Box 252, COBRAM VIC 3644

Email: NCNrecruitment@ncnhealth.org.au

Closing Date:

5pm Sunday, 15th March 2020

*We are an equal opportunity employer and work in a supportive and team focused work environment.
If you want to make a difference, we encourage you to join our team!*