

MEDICAL RECEPTIONIST

- **Central Melbourne location**
- **Dynamic and committed team**

Our client is a highly regarded industry leader in the diagnosis and treatment of cancer, and offers patients the highest level of care, support and service. The practice is seeking a committed, sensitive and mature Receptionist to service the front desk and undertake other administration duties. In this diverse role you will need to be detail-oriented, warm and welcoming, and dedicated to contributing to the smooth and efficient function of the practice.

If you are familiar with medical booking systems, other staff are happy to teach you Genie.

Key Selection Criteria

Completion of accredited medical receptionist course/knowledge of medical terminology
Basic knowledge of MS Word and Excel & Genie software
Minimum of five years experience in a medical receptionist/secretarial role
Ability to interact effectively and in a supportive manner with persons of all ages and backgrounds
Maintain absolute confidentiality regarding patient and practice information
Undertake all duties in a diligent manner, with honesty and integrity
Excellent interpersonal communication skills, including an excellent telephone manner
Ability to prioritise and organise, with attention to detail, under pressure
Be always well-presented, friendly, courteous and obliging
Represent the practice in a confident and positive manner at all times

You will ideally have

Experience with medical imaging practice or oncology
Training and/or experience in complaints handling and conflict resolution
Knowledge of medical billing procedures, Medicare & health funds
Ability to work as part of a multidisciplinary team

If you are passionate about providing superior patient care and enjoy taking ownership of tasks, don't miss this exciting opportunity to work in a fun and friendly environment. Send your application to cv@dakinmayers.com.au or call Kate Webster on 03 9629 6999 for a confidential discussion.



HUMAN RESOURCES CONSULTANTS