



RECEPTIONIST

This is an exciting opportunity for customer service professionals to join the Sunshine Coast's first private Emergency Centre at Buderim Private Hospital

- Multiple vacancies to help the local community
- Shift work is needed - opportunity to earn great rates out-of-hours
- Flexible arrangements: full-time, part-time, casual

[About Us...](#)

Buderim Private Hospital in-conjunction with the independent specialist emergency physician group Care 24-7 will open Sunshine Coast's first private Emergency Centre at Buderim Private Hospital in August 2018.

Care 24-7 provides hospitals a round-the-clock Emergency Department with a superior patient experience that elevates the hospital's reputation and brings more patients through the door.

This new service provides options to the community, for those seeking the highest level of care and who wish to be admitted to a private hospital. We pride ourselves on our care led by doctors who specialise in Emergency Medicine (FACEMs).

[About the Role...](#)

Care 24-7 has an exciting opportunity for receptionists to join our team on a full-time or part-time basis. Shift work is required.

The purpose of this position is to provide high quality administration services to the business with a commitment to superior customer service to patients and all internal and external stakeholders.

Responsibilities and duties include:

- Welcome patients and their families when they arrive, and explain our service
- Support day-to-day administrative needs of medical staff
- Provide general reception services including answering the phones and dealing with patient/family enquiries
- Raise invoices and facilitate receipts of payment and processing of Medicare as required
- Ensure the reception waiting area is always clean, tidy and well maintained
- Attend training sessions in order to further develop our service to referrers, patients and the general community

[About You...](#)

As an experienced Receptionist or Customer Service professional, you will have a proven ability work with empathy, a diverse range of people, display courteous/polite manner, express a genuine willingness to help patients, staff, relatives and the general public.

Knowledge of clerical procedures within a hospital environment such as medical records systems is desirable but not essential, as is experience in a workplace that is shift-oriented.

The successful candidates will be provided with training and assist in preparations for the exciting launch and grand opening.

If you are a passionate person who realises the tremendous opportunity that this role offers and want to utilise your skills and passion in a health & medical environment, we want to hear from you!

Closing date for applications is Friday 29 June 2018

Please visit the following website for a copy of the Job Description and to submit an application:

<https://care247.expr3ss.com/>