

Administration/Clerical Reliever

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Company: St Andrew's Hospital

Location: South Australia

Category: other-general

Why St Andrew's? At St Andrew's we're not just known for our exceptional patient care as Australia's largest standalone private hospital. We are a vibrant community where connections matter, leadership is accessible, and former patients play an active role through volunteering. Our values - care, collaboration, and excellence - shape everything we do.

Join us for a fulfilling career where you can make a real difference. About this role As an Administration Clerk, you will join our Patient Services Team, working across various portfolios such as Medical Records, Emergency Department, Reception, Admissions, and the Chemotherapy Suite. This is your chance to provide a prompt, courteous and efficient clerical service to our diverse range of customers, including patients, visitors, staff and health professionals. This is an exciting opportunity to explore different facets of the hospital and enhance your administration skills. About You This role will suit someone who is flexible and enjoys working as part of a dynamic team, thrive in a busy environment and have a real passion for delivering great customer service. Whilst previous experience in a hospital or healthcare setting is desirable, it is not essential - we welcome individuals with a passion for customer service and a willingness to learn. Other essential position requirements include: Excellent communication and interpersonal skills Ability to work effectively within a team environment High level of accuracy and attention to detail Strong organisation and prioritisation skills Hours This is a casual role working up to full time hours some weeks.

There is an opportunity this role may become permanent in the future. You will work varied shifts across a 7 day roster, between the hours of 5.30am to 11.00pm. It is essential that you are available to work flexibly between these hours and must be available Friday and

weekends. Rewards at St Andrew's We prioritise the well being of our staff and provide wellbeing programs, including an on-site gym, personalised support for mental health challenges and regular well being tips. We have a strong focus on the health and safety of our workforce through dedicated WHS specialists, programs, and local health and safety representatives. Are you ready to join us? If you are ready to be part of something extraordinary, where your passion for patient care is celebrated, click the 'Apply' button, submit your CV & Cover Letter and take the next step in your career with St Andrew's. Please contact ***** if you have any questions. St Andrew's Hospital is an equal opportunity employer and encourages applications from people of all cultural backgrounds and ethnicities, including Aboriginal and Torres Strait Islander people. Please note, shortlisting and interviews may commence prior to a closing date and any applications received by direct email may not be considered and will be asked to apply online.

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