

## Administration Officer (Medical Typist), Queensland Health

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Company: Queensland Government

Location: Brisbane

Category: other-general

About the role To effectively provide an efficient and accurate administrative service through the timely provision of medical transcription and typing services, along with a range of valuable support duties as directed as part of the administrative team within the Cardiology Program. About you Our ideal candidate will be someone who can demonstrate the following:

- Respect – demonstrates interpersonal savvy, manages conflict appropriately, communicates effectively and balances the needs of all stakeholders with utmost respect to all people at all times
- Teamwork – collaborates effectively, develops talent, values differences and builds effective teams to bring about best use of resources to deliver healthcare services
- Compassion – is completely patient / client focussed, demonstrates self-awareness and the effects of behaviour on others, deals with or manages a

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