

Medical Receptionist

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Company: Maxima

Location: Australia

Category: office-and-administrative-support

Maxima is a community organisation supporting people in their pursuit of meaningful and fulfilling work and our community spirit underpins our corporate philosophy. We are a not-for-profit organisation since our inception in 1985, we have been a major supplier of temporary/permanent recruitment and related services to a vast range of South Australian clients. The Company's valued clients are leaders in their relevant field. Their focus is to provide the world's best practice in eye care management and excellence in service. The Role: An opportunity has become available for a passionate Medical Receptionist who is seeking a long-term opportunity. Reporting to the Office Manager, you will liaise with specialists, Senior Management and clinical staff daily, ensuring all patients are at the centre of the position. The position is based in Wayville, working 4 days per week, with the requirement to be available to cover absences at other sites. Medical reception duties, including answering incoming calls and making outbound calls as appropriate. Appointment confirmation and documentation preparation. Online claiming. Cash handling with EFTPOS. Computer based appointment system. General clerical duties as required. About You: Previous medical receptionist experience required. High standard of presentation. Enjoy being at the forefront. Ability to maintain a strict level of patient confidentiality. Ability to work both autonomously and with others as part of a team. Ability to multitask under pressure and maintain attention to detail and accuracy. Excellent verbal communication skills and a warm and inviting phone manner. Benefits: Above award remuneration and conditions are available with level of experience. Be part of a supportive team and friendly environment. No weekend work. Employee assistance program. If you are interested and are looking for a long-term position, please send

your application with a cover letter outlining your relevant experience. 60000AUD Australia -
SAAdelaideWayville5034

Application Successful

You've successfully completed your application

X

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