

Office Manager

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Company: Randstad

Location: Frenchs Forest

Category: other-general

About Us

This is your opportunity to join a meaningful healthcare business located in the heart of Frenchs Forest. This business is renowned within the community for their empathetic approach towards providing quality skin cancer treatment. They are currently on the lookout for a natural people person to join their clinic as the Office Manager / Practice Manager.

Position Overview

The Office Manager will play a crucial role in overseeing the day-to-day operations of the practice, whilst maintaining excellent patient care standards.

Responsibilities:

Manage and oversee all administrative and operational aspects of the medical practice.

Develop and implement office policies and procedures to optimise efficiency and productivity.

Coordinate patient appointments, minimising wait times where possible.

Maintain accurate records and documentation in the company database.

Foster a positive and collaborative work environment, promoting teamwork and professional development.

Qualifications

Previous experience as an Office Manager, Practice Manager, Office Coordinator, Team Assistant or any other Administrative role where you have assisted with the running of the office.

Benefits to You

Opportunities for professional development and advancement.

Positive and supportive work environment.

Free parking onsite in Frenchs Forest.

Close to public transport.

Work for a well known business in the healthcare industry.

If the Office Manager role sounds like what you're looking for, APPLY NOW, or for a confidential discussion, please email donna.t@randstad.com.au.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

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