



**SYDNEY STREET
MEDICAL**

Casual Medical Receptionist

A flexible career opportunity exists for an **experienced** Medical Receptionist at our General Practice in the Mackay city heart. Sydney Street Medical is growing & we are looking for that special someone who wants to join our family.

The applicant must be professional, efficient, hardworking & have the ability to create a good rapport with our patients & team. We are looking for someone with passion, committed to the role & willing to work collaboratively with our team.

Our expectations for the successful candidate are as follows:

- Willingness to learn & work as a team
- Highly organised with the ability to multi-task
- Exceptional customer service & communication skills
- Ability to implement & follow policy & procedures
- Confident in decision making skills & working autonomously
- Exceptional computer skills will be highly regarded including Best Practice software, online booking & billing systems, websites & social media.
- Flexible & available to work weekends, occasional afterhours & covering staff leave.

If you have general practice experience & a genuine interest in healthcare with a caring & attentive attitude, please email your resume through to manager@sydneystreetmedical.com.au

Applications close: **4pm Friday 02/06/2023**



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EXPRESSIONS OF INTEREST

***** EXPERIENCED GP RECEPTIONIST *****

Casual position

Enquire within or send applications to
manager@sydneystmedical.com.au