



Position Title: Medical Receptionist

Location: Gurriny Yealamucka Health Services- Yarrabah

Employment Status: Contractual Fulltime

Gurriny Yealamucka Health Service is seeking an enthusiastic energetic and motivated experienced Medical Receptionist to join our dynamic and supportive multidisciplinary team. The medical receptionist will be required to work with the Clinic Support Manager, to provide responsive and quality reception, administrative and office support services to ensure the provision of high-level services throughout the organisation.

Knowledge and experience in the following will be well regarded:

- Possess a minimum of Certificate III in Medical Administration or Certificate III in Business.
- Demonstrated ability to communicate effectively with work colleagues and clients particularly with Aboriginal and Torres Strait Islander people.
- The ability to work within a multidisciplinary team, with Demonstrated ability to work with limited supervision together with the capacity to work as an effective team member. Demonstrated well developed general administrative duties good oral, written (electronic and hard-copy) communication and interpersonal skills
- Demonstrated ability to use office computer software applications including Communicare, word processing and excel.
- Strong interpersonal, communication and organisational skills
- Outstanding phone manner
- Current first aid certificate or ability to obtain within four weeks of commencement of employment
- A current driver's license is a MUST.
- The applicant MUST have a current Police Clearance or be able to show via a valid receipt that they have recently applied for one
- The applicant MUST have a current Blue Card or be able to show via a valid receipt that they have recently applied for one. Application forms can be found by following or clicking on the link <http://www.bluecard.qld.gov.au/privacy.html>
-

For application kits or information on how to apply, please contact:

GHYSAC - Human Resources Manager - Susanne Dale

Ph.: 07 422 64142 or Email: susanne.dale@gyhsac.org.au

APPLICATIONS CLOSE 16.30pm Wednesday 19th of February 2020– No Late Applications will be accepted