

Cleveland Medical

Suites 2 & 3, Cleveland House
Corner Queen & Bloomfield Sts
Cleveland QLD
www.clevelandmedical.com.au

About the Position – Receptionist

This is an opportunity to join a friendly and dynamic highly experienced team which includes a full time RN, Diabetes Nurse Educator, respiratory nurse, two full time and one part time Doctor and a Practice Manager.

This permanent position would suit a senior medical receptionist seeking 4-5 days p/w (including one Sat morning p/m and one 7pm finish per f/n). The majority of hours would be performed between 7.15 & 4.30pm with start/finish times negotiable.

The successful applicant will possess a minimum of three years experience in general practice. A background in office management or experience using Microsoft office programs including word, excel, power point and MYOB would be advantageous. Experience using Pracsoft and Best Practice will be highly regarded. The position would require the ability to coordinate diabetes and asthma clinics.

We offer external and in-house training to support you in your role and encourage participation in other professional development activities. The Practice Manager has an 'open door' policy and regular team meetings are held to ensure open communication lines and to encourage your input and suggestions.

To learn more about our practice please visit our website: www.clevelandmedical.com.au

About the Practice

Cleveland Medical is located in Cleveland CBD with easy access for parking and public transport.

Cleveland Medical is an innovative, fast paced expanding private practice providing a wide scope of care for patients which includes Travel Clinic, Diabetes Clinic, Asthma Clinic, Nurse corporate vaccination service, as well as a highly skilled Musculoskeletal service.

We are fully computerised and offer Tyro facility to patients for instant patient rebates and SMS appointment confirmation using Pracsoft and Best Practice Software.

For more information or to express an interest, please contact:

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