

Southern Cross GP are looking for Administration personnel to join our medical clinics. Our practices are seeking a friendly and caring receptionist.

Must have relevant prior GP practice receptionist experience and well knowledge of BP software.

The role includes:

- Day-to-day management of the practice
- Greeting of patients and booking appointments
- Invoicing and receipting patients
- Processing Medicare claims
- Managing appointment diary
- Supporting a team of professionals
- Ensuring that the clinics are clean and welcoming for all patients and GPS
- Assisting GPs, Allied Health and clients in all day to day tasks required to deliver high quality customer service

Important criteria:

- Good customer service skills
- Ability to multitask and prioritise workload
- Good verbal and written communication skills
- Be able to work under minimal supervision
- Self discipline and a strong work ethic
- Always presenting the clinic and Practitioners with high quality professional standards

To submit your application please include a cover letter and your CV to businessmanager.southerncrossgp@gmail.com