

Hospital Administration Assistant

About the business and the role

MDPC is a state-of-the-art day hospital specialising in Ophthalmology, Oral and Maxillofacial Surgery as well as Endoscopy and is part of the **Nexus Hospitals group**.

Nexus Day Hospitals is building Australia's leading group of day-only and short stay hospitals, focused on providing top class surgical facilities and outstanding patient care. With twelve hospitals throughout Australia – and growing – our philosophy of partnering with surgeons and staff is setting new benchmarks in quality of care and service.

Job tasks and responsibilities

We are seeking expressions of interest for an **Administration Assistant/Customer Service Representative** to become an essential part of the day to day running of this professional business. Within this role you will be responsible for a high level of customer service when preparing surgical bookings, completing patient admissions, reception duties, data entry, collection of payments, assisting in general administration and other duties as required.

Skills and experience

To be successful in this role we are looking for someone displays:

- Outstanding customer service skills
- Excellent personal and professional presentation
- Sound written and verbal communication skills
- A positive and proactive approach
- Intermediate to advanced computer skills in Outlook, Word & Excel
- An empathetic and sincere manner
- The ability to "add value" to the position
- Experience with SimDay or other similar hospital or office management systems would be considered an advantage
- Current Working with Children Employer card

Job benefits

By becoming part of the Manningham team you will have the benefits of:

- Working with a dedicated and caring team of professionals focused on quality patient care
- No weekend, public holiday or evening work
- Being part of a dynamic hospital culture providing premium service for surgeons and their patients
- Working alongside experienced senior surgeons renowned for their caring and personal approach to patients
- Free on-site parking

Sound like you? Then don't miss out on this great opportunity. Complete the on-line application to be considered for this position. Please submit your resume and a cover letter indicating why you should be our next team member.

For further information contact
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