



Receptionist

SA Heart is one of Australia's largest private cardiology practices providing expert care to all of our patients. Established for over 35 years, SA Heart is a South Australian owned practice with 28 cardiologists offering a comprehensive range of cardiac services.

What SA Heart Can Offer You

- Supportive team culture, united by our values of Integrity, Compassion, Collaboration and Excellence.
- Competitive remuneration (Above Award Rates), including allowances for additional duties.
- Professional, stylish, modern and comfortable uniforms supplied.
- Employee Assistance Program.
- Annual Flu Vaccination provided.

The Role

SA Heart receptionists are responsible primarily for managing interactions with our patients, other health providers and doctors both over the phone and face to face.

The position involves other administrative responsibilities including:

- Greeting patients as they arrive at SA Heart clinics;
- Booking patient appointments within SA Heart clinics as well as external organisations;
- Booking hospital procedures;
- Processing of patient accounts/billing;
- Answering telephone calls in a professional and timely manner;
- Electronic and paper-based administration tasks such as processing faxes and scanning documents; and
- Providing a friendly voice and liaison for patients and their cardiologist.

The Person

Ideally candidates will be highly organised and efficient individuals, with an eye for detail and the ability to take on any task, successfully following it through. Candidates will have an empathetic and friendly attitude and can liaise respectfully with patients, cardiologists and fellow team members.

Candidate Criteria

- Previous experience in a reception or administrative role desirable;
- Excellent phone and verbal communication including active listening skills;
- Ability to accurately record information and relay messages;
- Strong patient focus with an ability to communicate considerately and compassionately;
- Ability to multi-task, prioritise work and manage time effectively; and
- A keen interest in providing excellent patient care within the health sector.

If you would like to join our team, please send your resume via email to our Practice Manager, Kate Curnow at kcurnow@saheart.com.au, outlining the following:

- Why you would like to work for SA Heart?
- What skills and experience would you bring to the team?

Please note: this is an expression of interest and only applicants progressing to interview will be contacted.