

# Medical Receptionist | Narre Warren VIC



We are looking for an enthusiastic, hardworking, friendly Medical Receptionist, who is digitally savvy and willing to learn. Join our vibrant team of GPs, reception, nursing and admin staff.

<b>Hours offered:</b>	5.0FTE (Monday - Friday) approximately 20hrs a week
<b>Remuneration:</b>	Negotiable on previous experience
<b>Term of contract:</b>	3 month trial
<b>Starting Date:</b>	Immediately

## REQUIREMENTS

- Good Customer Service
- Proficient in MS Office
- Quick to learn
- Some experience in medical administration highly desirable

## ABOUT NARRE WARREN

Narre Warren is located in the City of Casey, one of Victoria's largest and fastest-growing municipalities. It is a 45min drive, south east of Melbourne city.

## ABOUT THE MEDICAL CENTRE

Narre Warren Medical Centre is a family clinic providing care related to; family medical care, women's health, work cover injuries, childhood immunisations, diabetes, travel, asthma & wound management.

Don't miss this opportunity to be a part of a warm, supportive and exciting Medical team.

Submit your application today!



**APPLY NOW**