

Administrative Support Officer

Veritas Recruitment • Southbank VIC 3006



Base pay
\$29 - \$31 / hr



Work type
Casual/Holiday



Contract type
Temporary

Skills

MICROSOFT OUTLOOK

MICROSOFT POWERPOINT

MICROSOFT WORD

ADMINISTRATIVE SUPPORT

MEDICAL RECORDS

PAYING

SWITCHBOARD

SWITCHBOARD OPERATION

TRANSCRIBING

Full job description

About the role and company:

The ASO is an integral part of the primary healthcare team. Immediate temporary role for at least 3 - 4 months paying \$29 - \$31 per hour + Super. Malmsbury location and you will be responsible for providing a variety of administrative support services such as maintaining medical records and booking appointments and always following compliance. This company provide primary health care across several different facilities across the state of Victoria.

Your responsibilities will include but not limited to:

- Provide administrative assistance to support the centre staff
- Provide administrative support to meetings including taking minutes and distributing in a timely manner
- Collect mail
- Assist with and preparation of transport papers and medical formalities

Job details



Date posted
31 May 2021



Expired On
22 Jun 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$29 - \$31 /hr



Contract type
Temporary



Work type
Casual/Holiday



Job mode
Standard/Business hours

Industry



HEALTH CARE PROVIDERS & SERVICES HUMAN RESOURCE

Sector



GOVERNMENT PRIVATE BUSINESS

Work Authorisation



AUSTRALIAN CITIZEN / PERMANENT RESIDENT

for transfers and routine correspondence and reports.

- Maintain, assemble, classify and file health data
- Maintain office stationery and other supplies as directed by the HSM and other Health Centre staff
- General reception and switchboard duties
- External and internal arrangement of appointments functioning
- Update, distribute and keep staff informed of customer and client phone and fax lists
- Be responsible for the maintenance of the registers/records/logs used for requisitions and purchase orders generated by the HSM and other Health Centre staff, including the processing of accounts via the online purchasing system (where available)
- Receiving and dispatching of medical records from/to other custodial health service providers
- Maintaining databases accurately and in a timely manner
- Sourcing information from relevant parties proactively
- Following up on missing information promptly with the appropriate person

About you:

- Professional experience in medical records (electronic/manual) - compiling, maintaining, coding and/or transcribing confidential records.
- Skills in computer packages such as Word, Excel, PowerPoint, Outlook and data entry
- Experience in handling confidential documents and information with accuracy and discretion
- Experience in switchboard operation and reception duties
- Ability to work independently whilst working in a multidisciplinary team
- Ability to maintain the highest level of confidentiality at all times
- Police check clearance
- Working with children check clearance

If this sounds like an opportunity for you, then please hurry and apply as this role will not last long.

To apply online please click on the appropriate link below and send your resume in WORD format. Alternatively, for a confidential discussion please contact Jade Lawton on 03 9535 2111.

Please visit www.veritasrecruitment.com.au to view more jobs.