

Job Advertisement: **Receptionist**

Position: Receptionist

Location: **Te Kauwhata Health Centre, Te Kauwhata, New Zealand**

Type: Full-time or Part-time

About Us:

Te Kauwhata Health Centre is a welcoming and community-oriented medical practice located in the heart of Te Kauwhata. We pride ourselves on providing high-quality healthcare services to our local community. Our team is dedicated, friendly, and committed to ensuring every patient feels valued and cared for.

Position Overview:

We are looking for an enthusiastic and professional Receptionist to join our team. As the first point of contact for our patients, you will play a crucial role in creating a positive experience for everyone who walks through our doors. The ideal candidate will be organized, approachable, and able to handle a fast-paced environment with ease.

Key Responsibilities:

- Greet and welcome patients, visitors, and staff in a warm and professional manner.
- Manage patient appointments, including booking, rescheduling, and cancellations.
- Answer and direct phone calls, addressing patient inquiries and providing information as needed.
- Process patient registrations and ensure all patient records are up-to-date and accurately maintained.
- Handle administrative tasks such as managing correspondence, filing, and processing payments.
- Assist with the coordination of patient flow, ensuring smooth operations in the clinic.
- Collaborate with medical staff to ensure a seamless patient experience.

Qualifications and Skills:

- Previous experience in a receptionist or customer service role, preferably in a healthcare setting, though a willingness to learn is more important
- Excellent communication and interpersonal skills.
- Strong organizational abilities and attention to detail.
- Ability to multitask and work efficiently in a busy environment.
- Proficiency with computers and familiarity with medical software systems (training provided). An interest in website design would be a bonus!
- A friendly and compassionate demeanor, with a focus on patient care.
- Ability to maintain confidentiality and handle sensitive information with professionalism.

Why Join Us?

- Be part of a supportive and friendly team.
- Work in a rewarding role where you can make a difference in the community.
- Enjoy a positive work environment with opportunities for professional development.
- Competitive remuneration package.
- Flexible working hours to support work-life balance.

How to Apply:

If you are a motivated and compassionate individual with a passion for helping others, we would love to hear from you. Please send your CV and a cover letter outlining your suitability for the position to

manager@tkhealth.co.nz

For more information about the role or to discuss the opportunity further, please contact us.

Join our team at Te Kauwhata Health Centre and help us provide exceptional care to our community!
Te Kauwhata Health Centre

