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**Have you ever worked at a clinic where everyone comes to work happy?  
Join our GP clinic as a medical receptionist. Our Google reviews say it all.**

Full-time/Part-time/Casual at Clifton Hill/Fitzroy North

Starts at award rate \$24.47/hour + Super (FT/PT), \$30.59/hour + Super (Casual)

Apply now – email your Cover letter and CV to Ms Rachael Huett at [pm@thecranegp.com.au](mailto:pm@thecranegp.com.au)

On offer is a rare opportunity to be part of our progressive, caring team at The Crane General Practice in Clifton Hill. We dare to be different and we are far from a mundane practice, so if you need that refreshing change – we would love to hear from you!

Our Google reviews say it all about who we are and what we believe in, so please check us out.

Our Practice is located in an old Victorian house along the leafy service road of Queens Parade with off-street car parks and public transport access. We are currently a team of 3 GPs, 2 Practice Nurses, 1 Practice Manager, 3 Receptionists and 1 Physiotherapist, with a plan to grow.

Our Practice uses streamlined systems, processes and resources, and optimize technology use to improve efficiency and reduce workload for our team. We offer flexible working hours to ensure our team maintains work-life balance. We are a team that enjoy what we do, and as such this maximises the potential of every team member to provide quality care to our patients.

We are looking for like-minded people to join us in one of the most important frontline roles at our clinic in a part-time capacity, commencing as soon as possible. An ideal candidate will have:

Up-to-date COVID-19 vaccination, including booster (mandatory)

- Prior experience in medical administrative roles (ideally in General Practice)
- Well-developed interpersonal skills with a strong sense of empathy and willingness to go the extra mile to assist our patients
- Respect for patient confidentiality
- Attention to detail relating to patient data input
- Clear, succinct communication with patients and other team member
- The ability to prioritise with excellent time management and organisational skills
- The ability to work autonomously as well as a team member
- Desire to grow professionally and personally, valuing constructive criticism & offering constructive feedback to the clinic's systems and processes
- The ability to be flexible and adaptable with comprehensive problem-solving skills
- The ability to multi-task in a fast-paced and dynamic working environment
- Proficient computer skills (Microsoft Office, Email, Prior experience with medical software Best Practice is ideal but not necessary)

Tasks include:

- Booking appointments and billing in Best Practice and Nookal medical softwares
- Telephone/fax communications
- Scanning and uploading documents
- Handling EFTPOS machine (Tyro)
- Communicating patients' questions/requests accurately to doctors and nurses
- Assisting Practice nurse with stock-taking for consumables
- General infection control measures

Your pay will initially be based on minimum award rates for Support Services Employees Level 3 according to the Health Professionals & Support Services Award pay guide (currently part-time \$24.47/hour + Super, casual \$30.59/hour + Super). A performance review at 3-6 months will guide further pay increase. We value staff who are a good fit to our clinic values and culture, and as such, we will reward accordingly.

Please visit our website [www.thecranegp.com.au](http://www.thecranegp.com.au) for more information about our clinic.

Please submit the following to the Practice Manager at [pm@thecranegp.com.au](mailto:pm@thecranegp.com.au):

- a Cover letter highlighting why you would like to join our team and how we can be a mutual fit;
- your CV with at least 2 Referees