

Experienced Medical Receptionist

Love structure, thrive in a fast-paced clinic, and genuinely care about people?

Come work somewhere you'll feel proud to be. Our Google reviews speak for themselves.

More than a reception role

At The Crane General Practice, we believe exceptional patient care begins long before a patient sees their doctor.

Our receptionists are not "just admin" — they are the calm voice on the phone, the welcoming smile at the front desk, and an essential part of every patient's experience.

If you enjoy clear systems, love working with people and take pride in doing things well, we'd love to meet you.

★★★★★
"The reception team are always welcoming, organised and genuinely caring."

—
"Efficient, friendly and go above and beyond every single time."



MEANINGFUL WORK

Every interaction helps patients feel welcomed, supported and cared for.



A TEAM THAT HAS YOUR BACK

Work alongside experienced GPs, nurses and receptionists who genuinely enjoy helping each other.



BEAUTIFUL PLACE TO WORK

A modern heritage clinic filled with natural light, thoughtful spaces and wonderful patients.

Care. Consistency. Community. These aren't just our values — they shape how we work every day.

Why receptionists stay



STRUCTURED

We invest heavily in creating clear systems so you always know what's expected.

- Daily workflow checklists
- Comprehensive workflow library
- Consistent onboarding
- Clear communication



SMART TECHNOLOGY

We embrace technology that helps you spend less time on repetitive admin and more time helping patients.

- AI-supported workflows
- Modern practice systems
- Efficient processes



WE INVEST IN YOU

You'll never be left to "figure it out".

- Group education every 2-3 months
- Ongoing mentoring
- Feedback that helps you grow



GENUINE TEAMWORK

We support each other, celebrate wins and always look for ways to make life easier for the team.



PATIENTS WHO APPRECIATE YOU

Our patients value the care and attention they receive from our wonderful team.

We're looking for



Genuinely enjoys helping people



Remains calm under pressure



Communicates warmly and professionally



Enjoys working as part of a team



Thinks ahead



Takes pride in doing things well



Stays organised

Essential experience

- ✓ Minimum 12 months in General Practice
- ✓ Best Practice software
- ✓ Automated Systems
- ✓ Tyro / EFTPOS
- ✓ Medicare billing
- ✓ Appointment triage
- ✓ Medical confidentiality & data handling



Join our team

We value loyalty, initiative, curiosity and kindness.

If you're passionate about people, love structure and want to work somewhere you'll genuinely be proud of — we'd love to hear from you.

APPLY NOW

Email your CV, cover letter and two referees to

pm@thecranegp.com.au

@thecranegp

thecranegp.com.au

Scan to learn more

