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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**

**Apply now – email your Cover letter and CV to our Practice Manager at [pm@thecranegp.com.au](mailto:pm@thecranegp.com.au)**

On offer is an 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 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 a team of GPs, nurses, allied health professionals and administrators.

Our Practice uses streamlined systems, processes and resources. We optimize technology use to improve efficiency and reduce workload for our team. 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:

- Prior experience in medical administrative roles, ideally in General Practice
- Experience with using Best Practice medical software and Automated system
- Well-developed interpersonal skills with a strong sense of empathy and willingness to go the extra mile
- Respect for patient confidentiality & attention to detail relating to data input
- Clear, succinct communication with patients and other team member
- The ability to prioritise with excellent time management, organisational and problem-solving skills
- Desire to grow professionally and personally, valuing constructive criticism & offering constructive feedback to the clinic's systems and processes
- The ability to multi-task in a fast-paced and dynamic working environment

Tasks include:

- Booking appointments and billing in Best Practice and other medical software
- Telephone/email/fax communications; Scanning and uploading documents
- Handling EFTPOS machine (Tyro)
- Communicating patients' questions/requests accurately to doctors and nurses
- General infection control measures

Your pay will be based on minimum award rates for Support Services Employees Level 3 according to the Health Professionals & Support Services (HP&SS) Award pay guide. 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 our 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**