



Are you an experienced receptionist? This is a fantastic opportunity to progress your career with **The Doctors Napier Group**, part of Green Cross Health medical centres.

- + Medical Sector
- + Permanent Full Time Position
- + Supportive and collaborative team culture!

**Green Cross Health** is one of New Zealand's leading primary health care organisations. We are united by our values, which are caring for the community, looking after each other, working together and doing the right thing. With over 3,000 employees around New Zealand, we are committed to providing the best support, care, and advice to our communities.

**We have an opening in our busy medical centre. This is a permanent full-time position working 40 hours across Monday to Sunday.**

The receptionist's main purpose is to provide a welcoming face for the organisation and provide excellent customer care to our patients and their family.

#### **About the position and you:**

As a receptionist you will report to the Reception Team Lead and will enjoy exposure to all of the following and more:

- + Greeting patients on arrival and checking them in
- + Thrive in a busy environment
- + Answering incoming telephone calls
- + Booking appointments on phone and in person
- + Invoicing and collecting fees from patients
- + Clerical tasks as needed
- + Cash handling

#### **You will bring to the role:**

- + Experience in administration and working in teams
- + A professional attitude, great customer service and a meticulous eye for detail
- + Enjoy working in a diverse environment
- + Exposure to MedTech Evolution is desirable, training will be given if needed
- + Proficient computer skills
- + Decision making and problem solving skills

The successful applicant will be flexible with hours, methodical with a systems orientation, and have a good head for numbers as well as good people skills. Previous medical centre receptionist experience is preferred. Experience with Medtech Evolution is an advantage.

If you are interested in applying, please email your CV and a cover letter to Medical Centre Manager at [tari.curtis@na.thedoctors.co.nz](mailto:tari.curtis@na.thedoctors.co.nz)

Applicants for this position should have NZ residency or a valid NZ work permit.