



Position Vacant

Kerang Medical Clinic – Medical Receptionist

Kerang District Health are seeking applications for the position of Medical Receptionist at the Kerang Medical Clinic.

The successful applicant will have a pleasant and engaging demeanor, demonstrated excellent people and communication skills and the ability to multi task and manage competing priorities.

Experience in administration is essential with specific medical receptionist experience highly regarded.

All applications need to be submitted to:
Attention: Timothy Vellacott, Kerang Medical Clinic Practice Manager
recruitment@kdh.org.au

Please enclose a cover letter, current CV and details of at least 3 professional referees by midnight Friday 7 May 2021.

Job Highlights:

- ✓ **Be part of a supportive team**
- ✓ **Access to ongoing professional development and career support**
- ✓ **Generous Workplace Wellbeing incentives and programs**

Kerang District Health is an
Equal Opportunity Employer

13 Burgoyne Street
KERANG, VICTORIA. 3579
www.kerangdistricthealth.com.au

