

## Receptionist | Part Time

Kensington Private Hospital is Northlands only Private Surgical Hospital offering a wide variety of surgical specialities. We currently have five Operating Theatres, a 21 bed Inpatient Suite and have plans for further expansion.

Demand for private surgical services in Northland has grown exponentially over the past four years. In view of this, Kensington Private Hospital is expanding too.

We are seeking a professional, friendly and highly motivated Part Time Receptionist to join our team. As the first point of contact for customers and patients, our Receptionist has a vital role in providing a welcoming experience for all.

Approximately 30 hours per week, Monday – Friday with no weekend work. The right candidate must be available to start in August or as soon as possible.

Our ideal candidate will be able to demonstrate the following skills and experience:

- Have exceptional customer service focus
- High level of discretion and confidentiality
- Outstanding telephone manner
- Methodical and through approach to all administration tasks
- Ability to handle a busy and, at times, high-pressure work environment
- A team player, able to interact positively with other staff
- Have strong verbal and written communication skills including sound computer skills
- Have previous experience in a reception role or similar
- Professional and tidy appearance
- Have a professional attitude and empathetic, caring and bubbly personality

We offer a professional and friendly environment, comprehensive orientation, great working conditions and opportunities for further development.

**If you would like further information or to apply please email [hr@kensingtonhospital.co.nz](mailto:hr@kensingtonhospital.co.nz)**

**Applicants should have NZ residency or a valid NZ work visa.**

**Please provide a cover letter and CV with your application.  
Applications close midnight Sunday, 31 July 2022.**