

### Administration Assistant

Permanent | Part Time | 0.3-0.4 FTE | Job Share Considered

#### About the role

We are seeking an Administration Assistant to join our team on a permanent basis, Monday to Friday with a start time between 3:00pm and 4:00pm, finishing at 6:30pm (25-35 hours per fortnight). Part time job sharing between two people will be considered.

This role is a great opportunity to kick off a career in administration and/or healthcare. As this is more of an entry level role, the pay rate is \$23.80 per hour. The key purpose is to provide assistance to the Support Services Reception team with tasks such as collating clinical records, maintaining the patient file storage area, data inputting, greeting patients and other general administrative tasks.

#### To be successful in this role, you will need:

- The ability to work autonomously as well as part of a team
- Exceptional customer service focus
- Competent computer skills
- Outstanding communication skills
- Well organised with excellent time management
- Flexible to be able to work extra hours (if required)
- Previous experience in healthcare or administration is desirable but not required.

#### What's in it for you?

- Comprehensive induction program
- On-going personal development support including subsidised professional training courses and conferences
- 20% discount on hospital costs plus an external staff benefits program
- Wellness program and incentives
- A supportive, professional, caring and pro-active team
- Long service leave entitlements and annual anniversary recognition
- Planned annual closure over Christmas and New Year
- Annual staff Christmas functions and other hospital celebrations.

Visit our website for more information on being a part of the Kensington Private Hospital whānau, [www.kensingtonhospital.co.nz/work-at-kensington-hospital](http://www.kensingtonhospital.co.nz/work-at-kensington-hospital)

#### Who are we?

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. Many of our surgeons are recognised nationally as experts in their fields and choose Northland as a base for its lifestyle options.

We are located in the beautiful Northland region which provides an abundance of lifestyle opportunities based around breath-taking coastlines and a rich cultural heritage. Northland has a subtropical climate with over 100 beaches in the Whangārei district alone.

At Kensington Private Hospital, we are invested in growing our team with people that have the same values and high level of patient care, teamwork and culture as we do.

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

Please provide a cover letter and CV with your application.  
Applications close 7:00pm Sunday 5 March 2023.