

Ward Clerk

Permanent | Full Time | 1 FTE | Job Share Considered

About the role

We are seeking a Ward Clerk to join our team on a permanent basis, Monday to Friday, 8:30am to 5:00pm (80 hours per fortnight). Times can be slightly flexible for the right candidate and part time job sharing between two people will be considered.

This newly created position is a great opportunity for an experienced administrator to be a part of positive improvements by providing administrative support to our clinical team, allowing them more time to focus on our patients. Located at our Inpatient reception, key responsibilities of the role include welcoming patients and visitors, management of patient information, maintaining supplies, organising maintenance requests and other general administrative duties.

To be successful in this role, you will need:

- Exceptional customer service focus with an outstanding telephone manner
- High-level of discretion and confidentiality
- A methodical and through approach to all administration tasks
- Ability to handle a busy and, at times, a high-pressure work environment
- A team player, able to interact positively with other staff
- Strong verbal and written communication skills including sound computer skills particularly in Microsoft Office
- Previous experience in a reception role or similar
- A professional attitude and empathetic, caring and bubbly personality
- Previous experience in healthcare 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
- The pay rate for this role is \$24-\$27 per hour (depending on experience).

Visit our website for more information on being a part of the Kensington Private Hospital whānau, 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

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