

Booking Clerk

Permanent | Full Time

About the role

We are seeking a Booking Clerk to join our team on a permanent basis. The hours of work are 8:00am to 4:30pm, Monday to Friday (times can be slightly flexible for the right candidate).

This is a key position for us, acting as a link between the specialist rooms and the hospital to ensure theatre sessions and bookings are well organised and clearly communicated resulting in a seamless and smooth flowing theatre service. Located in our reception area, and part of our Support Services team, the role supports the Clinical Services Manager with the creation and maintenance of the theatre roster, receives all the booking lists from the specialist rooms, follows up on any outstanding information or lists, communicates changes to all appropriate staff and covers reception as required. An eye for detail is essential and sound computer skills are required to maintain the hospitals computer systems theatre sessions, bookings, patient information and to provide system support to the clinical team as required.

To be successful in this role, you will need:

- An exceptional customer service focus.
- Excellent time management and organisational skills with the ability to multitask, prioritise duties, and work independently to manage one's own workload.
- Excellent communication and interpersonal skills.
- High level of attention to detail with a pride in achieving precise, accurate work.
- Computer literate and able to learn new systems quickly.
- Ability to work well under pressure.
- Previous experience in a medical bookings type role preferred but not required.

What's in it for you?

- \$2000* annually towards health insurance (*less deductions; conditions apply)
- 20% discount on hospital costs plus an external staff benefits program.
- Comprehensive induction program.
- On-going personal development including subsidised professional training courses and conferences.
- Wellness program and incentives.
- A supportive, professional, caring and pro-active team.
- Long service leave entitlements.
- Planned annual closure over Christmas and New Years.
- 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

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 5pm Wednesday 28th June 2023 (unless filled prior).**