



**ST VINCENT'S
PRIVATE HOSPITAL**
SYDNEY

Bookings Officer Theatres

Location: Darlinghurst, Sydney

Type: Full-time

Reference: JR105909

St Vincent's Private Hospital is a 310 bed acute care surgical hospital. St Vincent's Private Hospital is a Magnet facility which demonstrates its high level of leadership, staff empowerment and professional practice and creates an exciting, innovative place to work.

The Bookings Office Coordinator is often the first point of contact for Doctors wishing to admit their medical and surgical patients to the hospital. You will be responsible for ensuring all patient and relevant information is received, complete and entered into the theatre schedule and bookings system. Time management skills are essential to ensure that bookings are processed in a timely manner.

This role requires high level of professional communication skills and a keen attention to detail to ensure the smooth operational flow of the Surgical Service Department and other hospital departments.

We invite you to submit your application if you possess the following:

Essential Criteria:

- Effective communication skills, both written and verbal.
- High computer literacy.
- Demonstrated ability to work effectively within a teamwork environment.
- Ability to work flexibly within the Facility.
- Ability to accept responsibility for completion of tasks with minimal supervision and direction.
- Ability to function as a member of a team.
- Ability to present a positive image of the Facility services to internal and external customers.
- Administrative experience in a Health Facility or medical environment.

Applications to: Matt Wall, matt.wall@svha.org.au

Closing: 21/12/2018

FOR FURTHER INFORMATION AND TO APPLY CLICK HERE