



**ST VINCENT'S
PRIVATE HOSPITAL**
SYDNEY

Executive Assistant/Credentialing Officer

Location: Darlinghurst, Sydney

Type: Permanent

Reference: JR104913

Recognised as one of Australia's leading private hospitals, St Vincent's Private Hospital is a world-class medical and surgical facility and provides overnight and day only care across a broad spectrum of specialties. The 310-bed hospital cares for local, national and international patients. Our values derive from the mission and traditions of the Sisters of Charity. Firmly grounded in the Christian tradition, these are translated in to our values and are at the core of our workplace Culture.

JOB DESCRIPTION:

- The purpose of this position is to provide executive assistant support to the Director of Clinical Services with an effective, efficient and confidential secretarial and administrative support service.
- To perform e-credentialing of Visiting Medical Officers and Junior Medical staff (RMO's, Interns, Surgical Assistants and Registrars) and ensure all relevant documents is checked and presented to the Appointment and Credentials Committee in a timely manner.
- To provide quality support services within the ethos of the philosophy, mission, values and ethics of St Vincent's Health Australia.

Contact Details:

Margaret Kenny, Director of Clinical Services, 02 8382 7410

Applications close 21 October 2018.

FOR FURTHER INFORMATION AND TO APPLY CLICK HERE