

## Administration Officer

---

**Department:** Western Sydney LHD

**Classification:** Administration Officer Level 2

**Location:** Westmead Hospital

**Employment Status:** Permanent Full-Time

**Enquiries:** Raul Taliana on

Raul.Taliana@health.nsw.gov.au

To provide reception and administration support to clinical departments within WSLHD Oral Health.

### Essential Criteria

Vaccination: Category B

Checks: National Criminal Check

Evidence of Diversity claim: Aboriginal and/or Torres Strait Islander

### Selection Criteria

Administration experience in a Dental or Medical environment.

Demonstrated computer skills with experience in database/patient management systems.

Proven commitment to the provision of quality customer service.

Capacity to self-manage, prioritise, and multitask in a high volume, demanding team environment.

Excellent communication skills and demonstrated ability to interact with a range of individuals.

**Closing Date:**  
**20 June 2018**

Applications must be lodged electronically. Please go to [healthnswgov.referrals.selectminds.com](http://healthnswgov.referrals.selectminds.com) and search Job Reference Number REQ46503

**NSW Health Service: employer of choice**