**Medical Receptionist**

Full time, Permanent

Newtown Union Health Service has a dynamic, fun working environment and we are looking for that someone special to help us make a difference in people’s lives.

**Ko Ā Mātou Mahi - About our work**

Newtown Union Health Service is an established primary health care service enabling affordable, accessible, and sustainable health care based in the Eastern and Southern suburbs of Wellington. Newtown Union Health Centre has a patient population of 7,500 and is committed in providing equitable care for all our patients.

**Mō tēnei tūranga mahi - About the role**

Our patients and whanau are at the heart of everything we do. Being patient-centred, we believe in providing high quality care and service for our growing community.

The receptionist holds a pivotal role. As first point of contact, the receptionist will establish rapport by welcoming, supporting and providing direction to all patients. The receptionist will also navigate through many tasks and challenges during the day, such as admission and discharge activities, liaising with clinical staff, and providing support to medical specialists.

The successful applicant will be an effective communicator with a friendly and compassionate nature, a 'can do' attitude, and the patience of a saint! To be successful in this role, you will display a high level of accuracy and attention to detail, strong time-management skills, and the ability to work efficiently under pressure.

The position is a rewarding role for a person interested in working in a multicultural community environment. Previous experience as a medical receptionist is preferred but not essential. As we are a medical practice, face masks are required.

**He aha ai ko tātou? - Why us?**

Every single one of our team can leave work at the end of the day knowing their mahi makes a difference for our diverse communities. Our people are deeply valued not only by us, but also our patients and whanau. As our people are at the heart of our organisation, we are committed to an inclusive and diverse work environment where our people can thrive. You will be well-supported by a fantastic team of committed people.

Applicants for this position should have a NZ residency or a valid NZ work visa.

For further information and a copy of the Application Form and Position Description, please email [diane.ratty@nuhs.org.nz](mailto:diane.ratty@nuhs.org.nz) or phone 04 380 2020.