



Heyfield Medical Centre

the highest standard of patient care

Medical Receptionist – Part Time – Heyfield Medical Centre

24 Hours Per Week | Above Award Wages

Heyfield Medical Centre is looking for a **friendly, organised and reliable Medical Receptionist** to join our supportive team on a permanent part-time basis.

We're a busy country general practice, proud to care for the **Heyfield and surrounding local community**. We're looking for someone who enjoys connecting with people, values compassionate patient care, and would like to become a valued part of our close-knit practice team.

About the Role

Your role will include:

- Welcoming patients and managing reception
- Answering phones and booking appointments
- Processing payments and Medicare transactions
- Managing patient information and correspondence
- Supporting our doctors, nurses and administration team
- Contributing to **quality improvement and ongoing practice development**
- General reception and administrative duties
- Maintaining patient confidentiality and providing friendly, professional service

About You

You'll be someone who is:

- Friendly, approachable and compassionate
- Organised and confident in a busy environment
- Comfortable using computers and learning new systems
- A clear communicator with great attention to detail
- Reliable and a positive team member
- Committed to patient privacy, quality care and **continuous improvement**

Medical reception experience is highly regarded but not essential — training and ongoing support will be provided for the right person.

What We Offer

- Permanent part-time position – approximately 24 hours per week
- **Above Award wages**
- A friendly and supportive team
- Training and ongoing support
- A rewarding role in a well-established local practice
- The opportunity to make a genuine difference to **our patients and our community**
- A workplace that values **teamwork, quality improvement and ongoing development**

If you're a people person who enjoys helping others and would love to be part of a **welcoming local practice that is committed to its community**, we'd love to hear from you.

To apply:

Please send your resume and a brief cover letter outlining your interest in the position to **the Practice Manager – pracman@heyfieldmed.com.au**