



Receptionist – Fixed term to cover parental leave

We are seeking an honest, friendly, flexible team member who has good administration experience, customer service and a professional, caring manner to work in a busy frontline role. You will need to be a team player and someone who enjoys variation in their role, people and a fast but supportive and caring environment to work in. The successful applicants will have:

- a passion for quality care and patient service
- an enjoyment of working in a multi-cultural environment
- accurate and fast data entry skills and be IT savvy.
- great interpersonal, verbal and written skills
- the ability to work well in a team
- excellent time management skills and the ability to multi-task in a fast-paced environment
- be available to work Mondays and Tuesdays 8.15am to 5.15pm

Start date will be early September for approx 12 months to cover Parental Leave and then potential to continue as a casual thereafter.

If you think you're the person we're looking for, please apply! Applicants for this position should have NZ residency or a valid NZ work visa.

Please send a cover letter and CV to Gary Mitchell, Practice Manager, manager@amurihc.co.nz will contact you if we would like to interview you. Applications close Wednesday 30 June 2021