



KATHLEEN KILGOUR CENTRE

Leading Radiation Therapy

Receptionist/Administrator

The Kathleen Kilgour Centre is a busy, contemporary, private radiation oncology centre. We hold the public radiation oncology contract for the Bay of Plenty District Health Board and provide daily clinics and treatment for both public and private patients.

Due to unforeseen circumstances, we are once again looking for a full time receptionist/administrator who has loads of initiative, is organised and has experience in a customer facing role to join our professional, dedicated team. The position includes reception duties as well as administration tasks. In this role you will be providing helpful, caring and efficient reception, customer service and administration support to patients, their families and the wider Kathleen Kilgour Centre team.

This role involves answering calls and directing to the right person, taking messages and warmly welcoming patients and visitors into the Kathleen Kilgour Centre along with administration tasks to support efficient and effective service delivery.

The position is permanent and full time. The successful applicant must be available to work Monday through to Friday 10am to 6:30pm.

Applicants must be entitled to work in New Zealand and have no criminal record.

The Kathleen Kilgour Centre is a health care facility and as such applicants must be fully vaccinated (3 Doses) against Covid19 and be able to wear a face mask at all times while working in the facility.

Previous experience in the health sector is desirable but not essential.

Essential Qualities:

- A Customer focused and professional approach;
- Polished Presentation
- Excellent written and verbal communication skills;
- Ability to effectively communicate with customers from all backgrounds;
- Computer literate
- Exceptional attention to detail and accuracy;
- Excellent time management and organizational skills.

To be considered a cover letter and curriculum vitae need to be submitted directly to:

shelley.donnell@kathleenkilgourcentre.co.nz

Before: 01/04/2022

