



# KATHLEEN KILGOUR CENTRE

Leading Radiation Therapy

## Entry Level Receptionist

**To comply with the current Health Order the Kathleen Kilgour Centre requires ALL its employees to be fully vaccinated (and boosted as applicable) against COVID-19. We will not accept applications that do not meet this criteria**

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.

We are looking for an entry level, full time receptionist who has loads of initiative, is organised and would like experience in a customer facing role to join our professional, dedicated team. The position is predominantly reception cover with some administration tasks. In this role, you will be providing helpful, caring and efficient customer service to patients and their families along with administrative support to 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 10:00am 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.

### 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, curriculum vitae and evidence of full vaccination status (including the 3<sup>rd</sup> dose) need to be submitted directly to:

[shelley.donnell@kathleenkilgourcentre.co.nz](mailto:shelley.donnell@kathleenkilgourcentre.co.nz)

Open until filled

