



Eumundi Combined Community Organisation Ltd

Medical Practice Manager/Receptionist

Full-time Medical Practice Manager/Receptionist required to commence in late April/early May at a community owned medical practice at Eumundi serviced by a full-time GP. This new position reports to the directors of a not-for-profit public company Eumundi Combined Community Organisation Ltd and requires the efficient management of the centre, as well as general administration and patient management.

Applicants need to be computer literate and experienced with Pracsoft and Medical Director or similar packages; must possess excellent workplace interpersonal and organisational skills, and be able to communicate successfully with members of the community and to interact with various government bodies including Medicare, DVA, Qld Health and others. Knowledge of Medicare online claiming would be advantageous. The successful applicant will be highly organized, able to work well professionally with little daily supervision and to be able to demonstrate strong community values. Knowledge of QuickBooks is desirable. A nursing qualification and or nursing knowledge and experience would also be advantageous.

Information for prospective applicants including contact details for enquiries can be found on the News menu on www.eumundicco.com.au. Applications close **17 March**.



EHA, ECC and EDCA were the consortium which formed ECCO