

## Administration Manager

Brisbane Waters Private Hospital is seeking a dedicated Administration Manager to join our team.

Renowned for delivering extraordinary Medical, Rehabilitation, Geriatric and Surgical care, Brisbane Waters Private Hospital is a 109 bed hospital and provides the largest private Psychiatric Unit on the Central Coast.

### About the Role:

The role of the Administration Manager is to effectively manage and coordinate the functions and staff of the facility's administration support services incorporating reception, bookings and pre-admission/admission, switchboard operator, theatre/ward clerks and Consulting Rooms staff. This includes ensuring the management, development and implementation of policies and procedures for admission and discharge administration functions.

### Essential Criteria:

- Demonstrated leadership and managerial skills
- Experience in hospital mainframe systems, eg WebPAS, in conjunction with competent keyboard skills and MS office
- Demonstrated Customer Service Skills
- Knowledge of Health Funds and their requirements
- Knowledge of Medico-legal and Privacy Legislation and principles
- Effective time management skills
- Excellent communication skills.
- Able to work autonomously within a multi-disciplinary team
- Applicants must have received their first dose of the Covid 19 vaccination and have evidence of all health care required immunisations

### Desirable Criteria:

- Minimum of two years' experience in a similar role
- Previous private practice management including sessional suites
- Ability to use WebPAS and electronic rostering systems

Address applications and enquiries to:

### Debra Ritter

Chief Executive Officer/Director of Clinical Services  
Brisbane Waters Private Hospital

[debra.ritter@healthcare.com.au](mailto:debra.ritter@healthcare.com.au)

**Applications Close:** Wednesday 6 October, 2021

