



# CHADWICKS' MEDICAL ELITE



Chadwick Personnel have access to a broad selection of candidates within the healthcare industry and have developed a strong reputation for providing exceptional staff.

We have now become specialists in this field and are proud to announce the launch of our **Chadwicks' Medical Elite** newsletter, specifically targeted towards companies within the healthcare arena who may be on the look out for new talent within this competitive industry.

Keep an eye on our list of new talent. You definitely don't want them working for your competitors!

**Leigh Vincent - Senior Consultant  
Chadwick Personnel**

Level 2, 53 Walker Street

North Sydney NSW 2060

Phone: +61 2 9957 4599

Fax: +61 2 9929 5944

Email: [recruit@chadwickpersonnel.com.au](mailto:recruit@chadwickpersonnel.com.au)

Website: [www.chadwickpersonnel.com.au](http://www.chadwickpersonnel.com.au)

1st EDITION

## **SENIOR MEDICAL SECRETARY**

### **\$50K + SUPER**

With strong, stable experience in the administration field, this candidate has held a wealth of experience within several industries including the medical field (gynaecology and general practice). With a typing speed of 70wpm, Dictaphone transcription experience, this candidate would suit any senior Medical Secretarial role. A mature, flexible and professional individual who has a strong work ethic combined with exemplary presentation. Experience using CCOS and Microsoft programs

## **MEDICAL RECEPTIONIST - PART-TIME (20-30 HOURS PER WEEK)**

### **\$25 PER HOUR + SUPER**

This highly skilled individual has excellent interpersonal skills, impeccable presentation and a mature attitude. With an administration background in general practice, and cosmetic surgery clinics, this candidate is supported with strong references from previous employers. Skills include PracSoft and Microsoft Office products. Completion of an Advanced Certificate in Public Relations contributes to a strong of customer service ethic.

## **MEDICAL RECEPTIONIST**

### **\$52K + SUPER**

This high level Medical Receptionist has over 15 years in customer service and 6 years in Reception positions, developing extensive experience in client liaison and service orientated environments. Polished and professional corporate presentation combined with strong office administration skills including, MYOB, Oasis System & Microsoft Office products. This individual loves to be 'front of house' and has the ability to build rapport with all levels of management, peers and clientele.

## **MEDICAL RECEPTIONIST/ADMINISTRATOR**

### **\$43K + SUPER**

With a variety of administration experience including two years as a Clinic Manager for a Chiropractic clinic, this candidate is keen to continue working within the medical field. Testing at an advanced level in MS Word, Excel & PowerPoint and will continue to build skills by completing a Medical Terminology course in 2008. This individual has excellent presentation and is looking for a role that will challenge and excite.

## **MEDICAL RECEPTIONIST**

### **\$47K-\$50K + SUPER**

This confident, responsible and resourceful individual has an enthusiastic attitude and experience working within Mental Health and General Practice. Available immediately for temporary and permanent employment. This candidate comes complete with a 'can-do' attitude.

## **RADIOGRAPHER - PART-TIME (1-2 DAYS PER WEEK)**

### **\$35-40P/H**

Available from February 2008 on a part-time basis, 1-2 days per week whilst completing additional studies. With three years experience as a Radiographer, this candidate is very impressive in both experience and personality.