

Medical Screeners & Administrators – Casual Recruitment Pool

Casual positions
Varying start and finish times
Various locations across Perth

Prime Health is a national provider of medical services within Australia. Prime works with organisations to deliver occupational health, clinic and site-based services to assist in the pro-active management of organisational health and wellbeing. We are currently seeking experienced casual medical screeners and administrators.

- Successful **Administrative** candidate(s) will possess administrative and or secretarial skills together with strong communication and interpersonal skills
- Successful **Medical Screeners** will ideally possess current Mine Workers and Health Surveillance Qualifications.

Both positions will require team players, with an ability to manage a variety of tasks, customer demands and a desire to provide the best quality service to internal and external staff as well as clients.

Positions report directly to the Clinic Coordinator Manager, with an indirect reporting line to a Clinic Coordinator. Responsibilities include however, are not limited to:

Administration:

- Reception and general administration duties
- Processing medical bookings
- Administering health questionnaires
- Invoicing

Medical Screening:

- Conducting preliminary medical assessments;
- Specimen collection (this includes the supervision of Drug and Alcohol Testing);
- Mine Workers Health Surveillance testing and reporting;
- Audiometry and Spirometry testing;

These positions provide an opportunity to work to your own hours, continue to develop within your field and be part of a lively team.

To Apply, please quote Ad reference 1043: Please forward your covering letter, outlining your availability and CV to careers@primehealth.com.au

Enquiries: Telephone contact the Human Resources Team on (08) 9242 0800.