



MEDICAL SECRETARY - PALMERSTON NORTH

About Us

Medlab Central provides a wide range of services in relation to Anatomical and Forensic Pathology for patients in both the community and public hospitals throughout Palmerston North, Wanganui, Feilding, Bulls, Levin, Dannevirke, Hawkes Bay, Pahiatua, Eketahuna, Otaki, Marton, and Gisborne.

The Medlab Central team has a commitment to service excellence, being aware of both our responsibility and accountability to deliver services of the highest quality to fully satisfy the expectations of patients and their medical advisors.

About the Role

This permanent full-time position is a pivotal one within Medlab Central Ltd requiring expert multi-tasking and organisational skills. You will be working for both our Pathologists and their Registrars, providing day-to-day transcription typing services and secretarial support.

Previous experience in the health sector and knowledge of medical terminology would be advantageous in this role. This position is based within our laboratory at the Palmerston North Hospital, but after training consideration will be given to working from home/hybrid working.

Skills and Experience

This is an exciting and challenging role, and the applicant must have:

- Previous Dictaphone typing experience
- A high standard of written English (comprehension, punctuation, spelling, and grammar)
- A high level of accuracy and attention to detail at all times
- Outstanding written and keyboard skills
- A positive, 'can do' attitude and a desire to succeed
- A strong will to learn
- An awareness of ethical, privacy, and procedural regulations
- The ability to effectively communicate with the Pathologists, Specialists, and other medical staff

Other Requirements

- Be legally entitled to work in NZ
- Be willing to undergo a security and criminal record check
- You must comply with all current and future Health sector government vaccination mandates

Please e-mail your CV and a brief cover letter to: hr@medlabcentral.co.nz

Applications close **0800 Monday 11 July 2022**