

# Plimmerton Medical Centre

## Practice Manager – 25 hours per week - Mon to Fri

We are a small practice with just over 4000 patients based in Plimmerton, Porirua, providing quality care to our patients. We are seeking a Practice Manager to lead our team of receptionists and nurses and to work closely with the practice partners on the development of the practice.

The successful applicant will have:

- A passion for change
- Primary Health experience, including Medtech32 (preferable)
- The ability to relate well with people and experience leading a team
- Attention to detail and be solution-focused
- Excellent general administrative skills, including numeracy and computer literacy
- The ability to multi-task in a busy workplace
- Knowledge of Xero or similar cloud based accounting packages

A Position Description is available upon request – please email

[kevin.rowlatt@compasshealth.org.nz](mailto:kevin.rowlatt@compasshealth.org.nz)

**Please apply in writing**, including your CV and a letter of application, to:

via email: [kevin.rowlatt@compasshealth.org.nz](mailto:kevin.rowlatt@compasshealth.org.nz)

**Applications close 5pm 14<sup>th</sup> February 2017.**

Applicants for this position will require NZ residency and this role requires safety checking through the police vetting system under the Vulnerable Children's Act 2014.