

Head Office & Laboratory
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VIC 03 8595 1222



SPECIALISTS IN HISTOPATHOLOGY

Assistant Office Manager- Pathology Transcription + Data Entry - Histopathology

InfinityPATH consists of a passionate team of people who are focused on quality service for our doctors, patients and colleagues. **InfinityPATH** is a rapidly growing, boutique Histopathology laboratory, located in Underwood.

We are seeking an assistant office manager with experience in medical data entry and histopathology transcription, to join our expanding and dedicated team. You must be a self-starter, care about our patients, be reliable, be flexible, adaptive to change and be a committed part of our team.

Histopathology transcription (Anatomical Pathology Specialist) and medical data entry experience is **essential**. This is a full-time position, requiring availability Monday to Friday for shifts ranging from 7AM to 7PM. Possible Saturday roster in the future.

This position will require you to manage and maintain workflow of the histopathology administration staff and pathologists of **InfinityPATH**. Hands on training will be provided in the initial stages of the role.

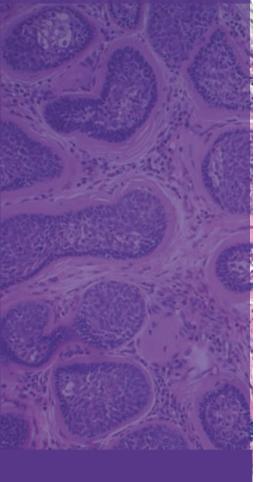
Be a part of the team making a difference in the pathology industry - come and join the **InfinityPATH** team.

Position Requirements:

- Histopathology medical report transcription experience critical (Microscopic and Macroscopic - Anatomical Pathology)
- Histopathology Medical Data Entry experience essential (Anatomical Pathology)
- Workflow management
- Staff supervision
- Participate in in-service training and train other staff as required
- Co-ordinate specimen collection with couriers
- Answering incoming calls from patients, referring doctors and external stakeholders
- Data entry
- General office duties

Selection Criteria:

- Leadership and team engagement skills
- Staff training and performance management experience
- Accountability
- Proactive and a willingness to learn new skills
- Ability to be adaptable and flexible
- High level of accuracy and attention to detail
- · Excellent communication skills
- Professional telephone manner
- Knowledge & experience with Microsoft Word
- Uphold quality standards of the business adhering to quality system protocols



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To Apply:

 Provide a cover letter and CV with contact details for two recent professional referees.

In order to be considered, please address the following in your application:

- What do you believe are your major strengths?
- Do you have an understanding of anatomical pathology (histopathology) terminology? Where did you gain this knowledge?
- Why are you interested in this position, and what do you think you can bring to the role?
- This position is a leadership role that requires team management. Please elaborate your ability to fulfill this requirement?
- Provide examples which demonstrate your ability to work as an effective team member.
- Provide an example of a situation where you had a problem/ disagreement with client, workmates and/or manager? And how did you deal with it?
- What is your current employment situation? When would you be able to commence with InfinityPATH?

Jennifer Fyffe

Office Manager

InfinityPATH Pty Ltd

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W: www.infinitypath.com.au