



SPECIALISTS IN HISTOPATHOLOGY

Experienced Medical Data Entry Position

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 **experienced** histopathology data entry clerk to join our expanding and dedicated team. You must be a self-starter, care about our patients, be reliable, flexible, adaptive to change and a committed part of our team.

Histopathology medical data entry experience is **essential**. This is a casual position requiring availability Monday to Friday with shifts ranging from 11AM-2AM. Possible Saturday roster in the future.

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 Data Entry experience **essential**
- Workflow management
- Co-ordinate specimen collection with couriers
- Answering incoming calls from patients, referring doctors and external stakeholders
- General office duties

Selection Criteria:

- 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

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 medical terminology? Where did you gain this knowledge?

Head Office & Laboratory

P: 07 3123 8888

F: 07 3123 8889

Servicing:

QLD

07 3123 8888

ACT & NSW

02 6188 4133

SA & WA

08 6230 3080

VIC

03 8595 1222

Head Office & Laboratory South City One, Unit 6, 3245 Logan Road,

Underwood, Brisbane QLD 4119

Email: admin@infinitypath.com.au



InfinityPATH

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- Why are you interested in this position, and what do you think you can bring to the role?
- 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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