



SPECIALISTS IN HISTOPATHOLOGY

Experienced Histopathology Microscopic Typist And Data Entry

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 microscopic typist (including data entry duties) 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 microscopic typing and Medical Data Entry experience is **essential**. This is a casual position potentially leading to full-time, requiring availability Monday to Friday for shifts ranging from 7AM to 7PM. Possible Saturday roster in the future.

This position will require you to assist and maintain workflow of the Histopathology typing staff and Pathologists. 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 typing experience **critical (Microscopic and Macroscopic)**
- Histopathology Medical Data Entry experience **essential**
- Workflow management
- Co-ordinate specimen collection with couriers
- Answering incoming calls from patients, referring doctors and external stakeholders
- Data entry
- 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

Head Office & Laboratory

P: 07 3123 8888

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Servicing:

QLD

07 3123 8888

ACT & NSW

02 6188 4133

SA & WA

08 6230 3080

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03 8595 1222

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Underwood, Brisbane QLD 4119

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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 medical terminologies? Where did you gain this knowledge?
- 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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