



## 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

#### 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](mailto:admin@infinitypath.com.au)



# InfinityPATH

## SPECIALISTS IN HISTOPATHOLOGY

### 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

E: [jennifer.fyffe@infinitypath.com.au](mailto:jennifer.fyffe@infinitypath.com.au)

W: [www.infinitypath.com.au](http://www.infinitypath.com.au)

### 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