

Interested in Healthcare? Need a foot in the door?

If you are ready to (further) develop your career in a diverse sector, this is a great opportunity to really make a difference to the health outcomes for our Auckland communities and grow your professional skills and knowledge.

Daily Operations is an exciting environment and this role is varied, busy, with no two days the same!

Join our RMO Daily Operations team at the regional DHBs and develop your customer service and administrative skills, building relationships with key hospital staff.

The Role:

You will be responsible for coordinating daily operations for RMO's (Resident Medical Officers aka junior doctors) at one of the Auckland Metro DHBs, including:

- Ensuring available staffing resources are maximised to achieve the best outcomes
- Coordinating leave requests and covering unplanned vacancies within tight timeframes
- Liaising with RMOs, Senior Medical staff and Service Managers regarding operational impacts including application of the national collective agreement
- Build key relationships with internal stakeholders such as the training doctors, Service Managers and Clinical Directors

The team is looking for someone who:

- Is **friendly** and approachable
- Has outstanding **communication skills**
- A **“can do”** attitude
- The proven ability to build **relationships** with key stakeholders.
- Ability to work to **tight deadlines**

Also needed is the ability to work under pressure, manage conflicting priorities and plan ahead whilst juggling face to face and phone queries.

It would be an advantage if you have an interest in health, health experience or previous customer service/administration experience.

If you are self-motivated and able to work autonomously, have a strong attention to detail, a high level of accuracy and have proficient computer skills with all Microsoft applications including excel we would like to hear from you.

In return we are proud to offer to the right candidate:

- An interesting and varied working environment

- Training and support to succeed
- To work alongside a dedicated and loyal team of likeminded individuals
- Opportunities for further advancement within our company.

Office hours are between **7:00am and 4:30pm** Monday to Friday with some rostered after hours / weekend cover for our Locum bureau.

For more information please contact Fiona Ritchie on Fiona.Ritchie@nra.health.nz