



Join Our Team as a Document Management Administrator!

Are you passionate about healthcare and committed to excellence? QRMP, a dedicated general medical practice, is looking for a motivated, full-time, permanent **Document Management Administrator** to enhance our team!

About Us:

At QRMP, we pride ourselves on providing high-quality healthcare services to our community. We value compassion, integrity, and teamwork.

Key Responsibilities:

- Administer incoming correspondence and manage document flow.
- Sort and distribute daily courier deliveries and internal mail.
- Update patient medical records with diagnoses and personal details.
- Foster a positive, collaborative work environment.

What We're Looking For:

- ✔ **Qualifications:** Administration qualification preferred.
- ✔ **Experience:** Minimum of 3 years in an administration role.
- ✔ **Skills:** Proficient in Microsoft Word, Excel, and Outlook; strong attention to detail; excellent communication skills.
- ✔ **Traits:** Flexible, team-oriented, and able to handle sensitive information confidentially.

Why Join Us?

Be part of a dynamic team that prioritises patient care and continuous improvement. Contribute to a positive work culture while ensuring accurate document management.

Ready to make a difference? Apply now by sending your CV and a cover email to jobs@qrmpr.com

#JobOpportunity #HealthcareCareers #DocumentManagement #JoinOurTeam #QRMP