



(Full Time) Receptionist - Trainee Position

Are you enthusiastic about healthcare?

Are you a gun multi-tasker?

Do you love working with people?

This is the position for you!

The successful applicant will be employed in a trainee Administration role. You will be working closely with our practitioners/reception team and displaying a high level of customer service at all times.

You will learn to undertake a range of functions to contribute to the smooth operation of the administration activities at Gen Health.

You will also be responsible for demonstrating our values and culture on a daily basis with patients and other team members, working closely with the team to ensure a happy, cohesive work environment.

What we are looking for in our newest team member:

You're somebody who shows initiative, and you are always looking for things to do.

You thrive in a fast paced work environment with a remarkable ability to multitask.

You pride yourself on maintaining a clean environment.

You are somebody who always communicates well. You are a good team player, but can also work independently. You are well educated and a quick learner. You have exceptional computer skills, a sound knowledge of technology and are willing to learn our internal systems.

You are always willing to give 100% and you actively participate in the success of the business.

You have great integrity. You are trustworthy and honest. You are empathetic and compassionate at all times.

You can follow directions and you are happy to receive constructive feedback.

You are organised and can effectively prioritise your time.

You have a great sense of humour, and you are a passionate and motivated person.

You are competent in daily reception duties.

Day to day tasks may include, but are not limited to:

Scheduling and organizing patient appointments and practitioner workload

Greeting patients in a welcoming manner and directing them appropriately

Handling and directing queries via phone, email and in person

Use HICAPS and EFT facilities, online account management

Timetabling for group pilates classes & management of Podiatry & Physiotherapy equipment (Sterilization)

Operation of office equipment such as photocopiers, phone headsets, fax to email, computers

Input, store and retrieve data on computers

Respond to enquiries regarding products and/or services

Receive and record invoices

Workplace Health and Safety:

Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions

Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host.

Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.

Correctly wear and maintain items of personal protective clothing and equipment that are provided.

Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work.

Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

Hours Per Week:

Days per Week: (e.g. Mon-Fri)

Award / Agreement:

Superannuation:

Commencement Hourly Rate:

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____