

# *Wanted: Senior Receptionist*

Hilton Chiropractic is seeking a Senior Receptionist to join our friendly community-oriented Health Care Clinic. You would be welcomed into a small, caring, professional team focused on providing expert specialist health care to the local community.

## **The Job**

Reporting to the Business owner, you will take over-arching responsibility for the administration of the business including:

- *All admin and reception tasks*
- *Accounting duties using Xero*
- *Invoicing, ordering products, supporting Chiropractors and staff*
- *Diary management, emails, phone calls*

## **The Schedule**

*Primarily the role will be 5-6 shifts per week, covering hours between 7.15am - 11.15am and 2.15pm - 6.30pm weekdays and every other Saturday 7.45am to 12pm. Work hours vary dependent on patient booking and there is room for flexibility.*

## **Essential Qualities**

- *Looking for a long term commitment to an organisation*
- *At least 2 years experience within an administrative role*
- *Strong Computing and Administrative/communication Skills*
- *Have a strong customer focus; provide quality and appropriate patient empathy/customer service and have a strong respect for patient confidentiality*
- *A self-starter, working autonomously within a team context. Reliable, punctual and have a mature and responsible outlook. Must take ownership and show initiative.*
- *Needs to abide by COVID vaccination mandate - fully vaccinated by 1st December 2021.*

**Remuneration** - Negotiable, based on experience and qualifications.

**Please contact Dr Gareth Calverdash by email: [admin@hiltonchiropractic.com.au](mailto:admin@hiltonchiropractic.com.au) or Phone: [9337 6033](tel:93376033) to discuss the position and for an Application Pack.**

Applications close on 3rd December 2021

[www.hiltonchiropractic.com.au](http://www.hiltonchiropractic.com.au)