



Physiotherapy Administration (Junior / After School position)

Monday 4:00pm - 6:15pm

Wednesday 4:00pm - 8:30pm

Thursday 4:00pm - 6:15pm

JOB TYPE: *Casual, 9 hours per week – suitable for a junior still at school*

PAY AWARD: *Health Professionals and Support Services Award 2010*

MAIN DUTIES/RESPONSIBILITIES:

Customer Service

Professional and friendly customer service using variety of mediums (face to face, phone, email, mail)

Returning of phone call / messages

Answering enquiries (face to face, phone, email)

Patient bookings

Finance & Administration

Use of Power Diary system - bookings, invoicing, receiving payments, reports

Letters – typing, sending, scanning

Data input

Filing

Other office / administration duties as required

Other

Maintaining privacy in the workplace

WH&S in the workplace

Ensure clean and tidy work and reception area (including vacuuming, mopping dusting)

Laundry

No qualifications or experience required but should have good written and oral communication, strong customer service skills, use of computer and word processing programs and ability to multi task and use time management skills

Neat casual uniform with work shirt provided

Applications close on Friday 4th May 2018

Please address current resume and completed application form to: -

Libby Harrison, Westside Physiotherapy

Email: - westsidephysiotherapy@gmail.com

Address: - 20 Eyre Highway, Port Augusta West SA 5700