

ADMINISTRATION / RECEPTION POSITION

Do you like to be organised and plan? Are you a friendly, people person who loves interacting with clients?

We are a well-established Speech Pathology clinic in Traralgon which requires a part-time admin/reception member to support the busy day to day activities within the clinic.

Your role will involve a wide variety of tasks including:

- Reception and Customer Service duties – greeting clients, managing arrivals and cancellations
- Invoicing & managing payment of client fees
- Scheduling clinician calendars
- Liaising with clients regarding appointment changes; sending out & managing quotes & signed agreements for services
- Managing therapy waitlist by maintaining accurate records and continued communication with clients
- Scanning, filing and electronic document management
- Running errands for the clinic e.g. mail

About Us

At Kara Di Dio Speech Pathology we:

- Are a well-established speech pathology practice that provides services to children with a range of communication needs
- Help each team member reach their potential both professionally and personally
- Deliver excellent client outcomes in a fun and friendly environment
- Support each other
- Invest actively in supervision, professional development and staff training
- Implement family-friendly work practices
- Offer a personable, family-centred service to our clients

About You:

The ideal candidate will:

- Be friendly and well presented. You will be the first point of contact for our business.
- Work without supervision and to deadlines
- Have experience in customer service, reception and/or administration
- Have experience or willingness to learn our client data management system
- Sound knowledge of technology including Outlook, Word, Excel
- Be highly organised and manage your time efficiently
- Have an interest in working with children with disabilities and complex needs
- Have a current working with children check and police check
- Have high level verbal and written communication skills. This includes using tact and discretion when dealing with sensitive and confidential matters.

Previous reception, customer service or administrative experience, especially within an allied health private practice would help you stand out but more importantly your ability to demonstrate attention to detail, reliability, hardworking, taking initiative and warm caring nature to clients will be key to being successful in the role.

This position is for 22 hours per week and is ideally suited to someone looking for work during school hours only (e.g. 9-3pm).

\$23-\$25 per hour plus superannuation.

Simply apply with a resume and a cover letter telling us why we should hire you!

Email your application to: admin@karadidiospeechpathology.com

Applications close November 20th 2020.

If you have any questions call Kara Di Dio on 0432 229 642 to discuss this opportunity further.