



POSITION VACANT - OFFICE ADMINISTRATOR

General information

Wodonga Podiatry is a small business that cares deeply about the health and wellbeing of its patients.

Our business is thriving and we're looking for someone special to join our team who genuinely wants to help us continue to grow our business. We need someone who is experienced in administration and general finance roles, including use of computers for all related tasks. Experience with Front Desk and Xero is highly desirable.

If we had to sum up the mission of this role it would be 'to strengthen our business by coordinating the office with warmth and efficiency'. What do we mean by that, precisely?

We need someone who is great with people AND great with process and detail. You must demonstrate strong 'care factor' in all your dealings with patients, suppliers, other health professionals and colleagues and at the same time pay attention to detail, which is crucial in our business.

We need someone who takes pride in and responsibility for their work performance AND for assisting the team to achieve its collective goals. You will need to be great at juggling. Certain days, and certain times of day, are really busy with patients, but other days are generally quieter. Because you will be responsible for managing both the administrative and reception functions, it's essential that you can effectively manage competing priorities and schedule your own work flow around the ebb and flow of the office. We need you to get things done, but we also want all our patients to experience a friendly and efficient service when they phone us, when they arrive at the clinic and when they pay and leave.

For the right person, we will happily discuss full-time, part-time and/or job share arrangements. However, we will still require you to work from 8.30am – 5.30pm on whichever days you work (except Saturdays when we're open until 1pm).

The results we require you to achieve (year 1):

- Deliver efficient and friendly reception services
- Update our Front Desk software system
- Build trust and credibility with colleagues through your team-work, competence and professionalism
- Pro-actively support our planned re-location into purpose-built room

The salary and working hours

Salary \$25/hour + 9.5% superannuation

Award: Health Professionals and Support Services Award 2010: Support Services Employee – General and Administrative Services Level 3

Office hours: Monday – Friday 8.30am – 5.30pm and Saturdays 9am - 1pm

80 Vermont Street,
Wodonga, Victoria 3690.
Phone 02 6056 5188
Fax 02 6056 7973

info@wodongapodiatry.com

ABN 59 601 590 314

If you are genuine contender for this role, please provide a written response outlining how you meet each of the Key Selection Criteria listed below (covering both Essential and Desirable criteria).

Email your application and resume to ellyn@businessgrowthstrategies.biz by 6pm on Saturday 4th March.

KEY SELECTION CRITERIA

Essential

1. Previous experience in an administration/reception role, including experience with general financial processes
2. Demonstrated high level organisational skills in a dynamic environment that includes dealing with customers, colleagues and others
3. Demonstrated experience in working with sensitive and confidential information (e.g. health records)
4. Strong computer skills, including email and internet, word processing and spreadsheets
5. Demonstrated experience with cash handling and debt collection
6. You will need to hold a First Aid certificate and to have undertaken anaphylaxis training
7. You must have or be willing to undergo a National Police Check
8. You must be willing to have full immunisations as specified by APRA due to the medical environment (immunisation records required)

Desirable

1. Experience with Xero and Front Desk software
2. Experience with stock ordering and control
3. Experience with online processing of Medicare and DVA
4. Training in Safe Handling of Sharps and Infectious Waste
5. Current driver's licence

Information about our selection process:

- We will do an initial shortlisting of applicants based on responses to the selection criteria;
- We will conduct a brief (30 min) telephone interview at a mutually agreed time to further shortlist applicants;
- For applicants selected to proceed to interview stage, there will be a face-to-face 60-minute interview;
- Following the interview, the preferred candidate/s will be required to provide the names and contact details of 3 referees, including someone from their current place of employment (if applicable).
- The successful candidate will have a 6-month probationary period.

If you need more information about the role, contact Mandy Taylor on amanda@wodongapodiatry.com

If you need more information about the recruitment process, contact Ellyn Martin on 0412 375 760 or email ellyn@businessgrowthstrategies.biz

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