VACANCY

GIPPSLAND PHYSIOTHERAPY GROUP

Full-time Practice Administrator- Traralgon & Moe VIC

Gippsland Physiotherapy Group has expanded from a single Physiotherapy practice in the late 1990's to more than 50+ practices throughout Australia. This makes Gippsland Physiotherapy Group (PhysioChoice) the largest privately owned private practice physiotherapy business in Australia!

ABOUT THE ROLE

Gippsland Physiotherapy Group are currently seeking two initiative-driven, reliable and enthusiastic candidates for a Full-time Practice Administration position based at our Traralgon and Moe locations.

Responsibilities of this role will include:

- Take and amend bookings and assist with client enquiries
- Reconcile daily takings
- Greet customers in a professional manner
- Process payments
- Merchandising and practice presentation
- Conduct a basic patient screen
- Ensure Covid-Safe and sanitisation requirements are met
- Complete general administrative tasks such as filing, typing, etc.
- Washing and drying of towels for treatments

ABOUT YOU

The successful applicant will possess:

- A current Drivers' License.
- Excellent communication skills – verbal and written.
- Sound computer skills – including intermediate Microsoft Excel and Word skills.
- A friendly and empathetic nature, with the ability to converse and build rapport with both internal and external customers easily.
- A genuine "team player" who is both flexible and reliable.
- A solid work ethic.
- A high regard for confidentiality and privacy.
- Flexibility to cover at our other nearby locations.

How to Apply – send resume and cover letter to:

recruitment@physiochoice.com.au or drop it into reception.