

Administrative Assistant

Mondays 8-12:30, Fridays 8-12:30

Key Skills:

- **Self-motivated**
- **Attention to detail**
- **Problem solving**
- **Organisation**
- **Interpersonal skills**
- **Strong communication, both written and verbal**
- **Time management**
- **Indepence**
- **Technology**

Duties/Responsibilities

Front Desk

You are the first point of contact for the clinic and so it is vital that you enjoy talking to a diverse range of people, create a friendly and welcoming environment, and value fair and honest communication. It is also important that you can manage and prioritize tasks within a busy and dynamic work setting.

Responsibilities include, but are not limited to:

- Greet clients - make them feel welcome, check them in on our system
- Process client payments after each appointment/pilates class
- Send account statements for claiming
- Field phone calls/texts and pass on any relevant messages to other staff
- Field emails and respond to any communications about appointments or pilates class cancellations/changes
- Shredding/filing
- Maintain tidy work space, fill water station
- Make sure all forms are stocked and organised

Cleaning

It is important that we maintain a clean environment in which we treat our patients. For this role, you must have a high attention to detail, a passion for cleanliness, and take pride in the appearance of our clinic.

Responsibilities include but are not limited to:

- Vacuum/Mop - Clinic waiting area, Staff room/kitchenette, Physio offices, Pilates Studio
- Dust - pilates equipment, window sills, front desk
- Clean and wipe down kitchenette, including coffee machine, fridge and any dishes in the sink

Plant Care

We have a lot of "plant babies" in our clinic and love the connection to nature that they create for our space. Knowledge and passion for plant care is highly recommended.

Responsibilities include but are not limited to:

- Water plants in clinic and studio
- Prune plants when necessary
- Fertilize every few weeks and spray leaves
- Top with new soil when necessary

Please email resume with cover letter to info@fleurieucoastphysio.com.

Call us if you have any questions at 0423942730.