



Airlie Waller

2/41 High Street (PO Box 775)
WILLUNGA SA 5172
08 7078 0357
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6 September 2021

JOB DESCRIPTION

RECEPTIONIST - ALLIED HEALTH ASSISTANT

Part Time/Minimum 15 hours per week

Willunga Podiatry is a private podiatry clinic in the heart of Willunga. The core focus of this practice is to provide personalised, patient centred health care.

Willunga Podiatry has been owned and operated by Airlie Waller since 2015. It is exciting to be in a position to hire a staff member to help this business grow and the Australian Government Boosting Apprenticeships Commencement scheme offers a great opportunity for this growth.

As a receptionist/allied health assistant you will be the 'face' of the practice and will present the best possible image of the practice to all clients

ROLE

- Ensuring efficient operation of the practice through the provision of administrative support.
- Managing all functions related to the front reception desk.
- Sterilisation of podiatry equipment
- Cleaning

ESSENTIAL CRITERIA

- Willingness to complete Certificate III in Allied Health Assistant Traineeship
- Experience in Word Processing
- Computer Skills including basic data entry



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DESIRABLE CRITERIA

- Experience in health care administration
- Experience in reception duties
- Experience in business marketing and communications

REMUNERATION

- Will be negotiated with the successful applicant based on experience and the Health Professionals and Support Services Award 2020 (MA000027)

Please submit a short 1 page statement addressing the above criteria and a Resume with 2 references.

I look forward to receiving your application.

Airlie Waller