

Position Vacant - Office Administrator



This is a part-time, job-share role. We need someone to work Wednesday to Friday from 8.30am – 6pm, who also has the flexibility to work full-time to cover the other job-share person when they take leave. There will also be the very occasional Saturday morning such as in peak periods or if there is an event on for which admin support is needed, such as in-service education.

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

info@wodongapodiatry.com

ABN 59 601 590 314

Important note: We need the successful person to be able to commence on 1 April, and to be able to work full-time for the first two weeks of April to be trained in important aspects of the role.

General information

Wodonga Podiatry is a small business that cares deeply about the health and wellbeing of its patients. Our team and business is cohesive and thriving. We're currently looking for the right someone to replace a highly valued team member who is moving interstate. We want someone who genuinely wants to help us continue to grow our business. You need to be experienced in administration and general finance roles, including use of computers for all related tasks. We'd also like you to be able to help us maintain a basic social media presence. We have a simple website and facebook page that we want you to be able to manage for us. Having 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.

Within the team, we want you to build trust and credibility with your colleagues through your team-work, competence and professionalism. Being a job-share position, communication and accountability is critical.

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 – 6pm and Saturday mornings on occasion

Applying for the role

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

Email your application and resume to ellyn@businessgrowthstrategies.biz by 8pm on Sunday 20th January.

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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 patients, colleagues and others
3. Demonstrated experience in working with sensitive and confidential information (e.g. health records)
4. Strong computer skills, including email & internet, word processing & spreadsheets
5. Ability to manage a simple website and facebook page
6. Demonstrated experience with cash handling and debt collection
7. You will need to hold a First Aid certificate and to have undertaken anaphylaxis training
8. You must be willing to have full immunisations as specified by APRA due to the medical environment (immunisation records required)

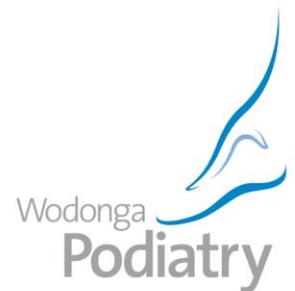
Desirable

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

Information about our recruitment process

The recruitment process is being managed for us by Ellyn Martin from Business Growth Strategies.

- We will do an initial shortlisting of applicants based on written responses to the selection criteria;
- Those who are unsuccessful at this stage will be advised by email.
- We will conduct a brief (30 - 40 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 to 90-minute interview;
- ***The interviews will take place on Friday 22nd February at Wodonga Podiatry, 58 Vermont Street, Wodonga.***
- Applicants who are invited to a face-to-face interview will be asked to undertake a short (10 minute) online Talent Dynamics profile assessment prior to the interview (instructions will be provided);
- Following the interview, the preferred candidate/s will be asked to provide the names and contact details of 3 - 4 referees, including someone from their current place of employment (if applicable). We will discuss with you who we'd like to speak with.
- The successful candidate will have a 6-month probationary period.



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If you need more information about the role, please email us at info@wodongapodiatry.com

If you need more information about the recruitment process, contact Ellyn Martin on 0412 375 760 or ellyn@businessgrowthstrategies.biz. Please note that Ellyn will be overseas until 7 January so there may be a short delay in responding to your query, but she will get back to you as quickly as possible. Thank you for your understanding.