



wellnest health

Job Vacancy

Wellnest Health

Level 6, Suite 603, 200 High St

Lower Templestowe VIC 3107

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hello@wellnesthealth.com.au

Receptionist

About Wellnest Health

Wellnest Health is an integrated allied health, fitness and wellness centre for people to get well sooner and stay well longer.

Our services cover the full spectrum from Physiotherapy, Podiatry, Exercise Physiology and Dietetics to Reformer Pilates, Yoga and Gym. We are also proud to be hosting Victorian Orthopaedic Specialists.

We have introduced appropriate health and safety measures to operate during coronavirus restrictions.

Located in a brand new centre on the top floor of Manningham Medical Centre, you will take in the stunning, unobstructed view of the Melbourne CBD visible from more than half of the centre.

The Role: Casual Receptionist/Administration

Surround yourself with people who are passionate about health and wellness at our brand new facility.

We are seeking a highly organised and dedicated individual to be the focal point at our front desk. As part of our reception and administrative team, you will help to serve our clients, assist our staff and all the important background tasks to keep the centre running smoothly and efficiently.

Your efforts will definitely be noticed and have a direct impact on improving the lives of our clients.

Duties & Responsibilities

- Booking appointments and classes, taking payments
- Client record administration
- Daily bookkeeping and accounting procedures
- General tidiness and cleaning
- Liaison with third parties such as Doctors, Medical Centres, WorkCover, TAC, etc
- General customer service
- General administrative assistance to all staff

The successful candidate will receive full in-house training of systems and procedures.

Desired Skills & Experience

- Excellent spoken communication in person and over the phone
- General computer skills
- Highly organised with the ability to multi-task
- Ability to work in a team and startup environment
- Spoken Chinese (Mandarin and/or Cantonese) is advantageous

Benefits & Perks

- Discounted physiotherapy, podiatry and dietetics consultations
- Complimentary membership to yoga and pilates
- Free use of the gym in personal time

Applications close Monday 22 June 2020

Apply online at <https://wellnesthealth.com.au/careers/receptionist-job>