

Front of House Receptionist – Job Description

Are you?

- Motivated to deliver an experience that leaves customers feeling loved?
- Organised with task management?
- Unfazed in a fast-paced environment?
- A person who has demonstrated acumen in IT in a previous role?
- A person who exudes health?
- A person who loves to be appreciated and contributes their best efforts

We need you!

You will be joining a small team of health enthusiasts working in front of house and attending the clinic in lovely George Street full of cafes and boutiques with ample parking.

Role duties

- Responsible for bookings and billing
- Greeting and checking in patients
- Liaising with patients and practitioners
- Unpacking and placing stock
- Pack and post of orders
- Filing pathology into client management system
- Light cleaning and tidying
- Dispensing herbs and nutritional products

Using the following IT software

Best practice, quick books, Microsoft suite and other graphics

How to apply

As well as your resume, please send a short 1 - 2 minute video via email and tell us about you and why you think NatMed would be a good fit for you and what you could bring to the role.

Email geoff@natmed.com.au to apply.