

## RECEPTION STAFF VACANCIES



I am the practice manager of the Northern Polyclinic, Southern Polyclinic, Campus doctor and Robertson Doctor. I offer a high level of administrative support for our client doctors and seek to attract staff who are keen to accept the challenge of our unique industry and work environment.

### **We are currently seeking to fill these vacancies:**

**Full time receptionist (Northern Polyclinic)** - With great opportunities for professional development and promotion. A rewarding long term career choice.

**Casual receptionist (various locations)** - would suit someone who has the flexibility to adapt to a changing timetable and enjoys the variety of different locations.

### **How to apply for a position with our clinics:**

We pride ourselves in having reception staff who are caring, compassionate and professional. If you are interested in joining our team please have a look at our position descriptions on the [Practice Manager's Website](#) for roles in our clinical and admin support team and send a written application and your CV to [plim@people.net.au](mailto:plim@people.net.au).

### **What to say in your letter of application:**

Applicants should show their understanding of our core values. Key skills relating to the position description should also be highlighted. The letter should be in standard formal business letter format and attached as a separate document to an email. Applications that do not fulfil these criteria will not be considered.

I look forward to hearing from you!

Kind Regards

Pi Wei Lim