

SOUTH BRISBANE
(Head Office)

Mater Medical Centre
Level 3, 293 Vulture Street
South Brisbane Q 4101
Ph (07) 3163 1188
Fax (07) 3163 1192
mail@activer rehab.com.au

ANNERLEY

UQ Health Care
Level 4, PACE Building
20 Comwall Street
Woolloongabba Q 4102
Ph (07) 3346 1768
Fax (07) 3392 2611
annerley@activer rehab.com.au

BROOKWATER

Woolworths Brookwater Village
Mater Health Centre
16/2 Tournament Drive
Brookwater Q 4300
Ph (07) 3199 3211
Fax (07) 3199 3220
brookwater@activer rehab.com.au

SENIOR RECEPTIONIST / ADMINISTRATION OFFICER

Active Rehabilitation Physiotherapy are looking for a new team member who is hungry to grow and strive for excellence, with a positive, proactive and energetic approach to their work, who is humble and people smart, and enthusiastic to join our team.

- Are you a team player, who enjoys working together with your colleagues to achieve group goals?
- Do you have excellent written and verbal communication skills?
- Do you have excellent organisational and time management skills?
- Are you friendly and approachable; able to build rapport with your team, patients, Physiotherapists and Doctors?
- Does your professional approach promote your skills and your team?

Then come and join our Team!

Active Rehabilitation Physiotherapy is currently recruiting for Senior Receptionist / Administration Officers for our South Brisbane and Annerley practices.

We offer you:

- A well-established, highly-regarded and organised practice
- A comprehensive induction program
- A well-supported team environment
- Individual mentoring
- Monday to Friday work
- 32-38 hours per week - hours may be negotiable over 4 to 5 days
- Rostered shifts between 7.45am and 6.30pm, shared coverage of clinic hours
- Flexible work environment for work / life balance
- Computerised practice with full IT support
- Quality accredited practice

ABOUT US

Active Rehabilitation Physiotherapy is a private physiotherapy business, with our Head Office situated at the Mater Private Hospital complex in South Brisbane. We have Satellite Practices in Annerley, Brookwater, Brisbane North and Gold Coast. We service inpatients in the Mater Private Hospital Brisbane, Mater Centre for Neurosciences, Mater Private Hospital Springfield and Brisbane Private Hospital. We service outpatients in each of our Satellite Practices. Our Outpatient Practices incorporate large outpatient treatment areas, fully-equipped gymnasiums and extensive treatment services.

You will join a large and friendly team of Administration Officers and Physiotherapists, who practice in the areas of medical, surgical, cardiac, neurology, ICU, haematology/oncology, vestibular, children's and adolescent continence, men's and women's health, orthopaedics, musculoskeletal and sports physiotherapy. Physiotherapists within the team also provide services in extended scope areas of practice, including clinics in collaboration with some of Brisbane's top Medical Specialists. *Active* continues to provide full-time clinical education for final year physiotherapy students, in association with the University of Queensland.

- Post-Operative Rehabilitation
- Musculoskeletal Physiotherapy
 - Shoulders & Knees
 - Backs & Necks
- Sports Physiotherapy
 - Injury Prevention
 - Headaches
 - Core Stability & Pilates
- Dry Needling / Acupuncture
- Neurological Physiotherapy
- Cardiorespiratory Rehabilitation
 - Pulmonary Physiotherapy
 - Oncology Rehabilitation
- Chronic Disease Management
 - Exercise Classes
- Men's Health & Continence
- Women's Health & Continence
 - Mars Clinic
(Children's Continence)



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ABN 94 010 731 834

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YOUR NEW POSITION

Role

This role includes both Reception and Administration duties, including:

- Provision of high level customer service to our internal and external clients
- Management of patient appointments and accounts via the computerised practice management program
- Administration tasks and projects, as required for the efficient operation of a busy physiotherapy business
- High level maintenance and development of business systems and procedures
- Providing administrative support and assistance to the Leadership Team and Physiotherapists.

Remuneration

Remuneration will be commensurate with skills and experience.

Place of Work

We have a dual location position available at our South Brisbane and Annerley practices. Own transport is required.

THE PERSON

Essential Skills

- Exceptional customer service
- Skilled in the following Microsoft Office Programs – Word to an advanced level, Excel to an intermediate level and Outlook to an intermediate level
- Ability to touch type – 60 wpm
- Ability to quickly learn operation of Practice Management software
- Excellent communicator; able to build rapport with patients, team members, referrers, suppliers, service providers and hospital and medical centre personnel
- Problem-solver
- Highly organised
- Team-player, who is also able to work autonomously
- Meticulous attention to detail
- Ability to multi-task
- Ability to take initiative
- Excellent representative of *Active Rehabilitation Physiotherapy*

Desirable Skills

- Experience in a medical or allied health private practice

SUPPORT AND PROFESSIONAL DEVELOPMENT

You will be supported by a highly qualified Physiotherapy and Administration team. Training and mentoring will be provided. It is our philosophy to support and develop career pathways within the Practice, recognising individuals' strengths and interests. Some flexibility in hours may be accommodated for work / life balance.

Your position is available for an immediate start, with some flexibility according to your availability.

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HOW TO APPLY

We are always happy to receive your expressions of interest, and will accept your applications at any time of year. If suitable, your application will be kept on file for reference during current or future recruitment periods.

Please address your application to:

Nicole Fitzgerald, Director Business Services & Quality. Applications must include:

1. **A cover letter, tailored to the stated role and its essential and desirable skills**
2. **Your up-to-date Curriculum Vitae**

Please email your Cover Letter and Curriculum Vitae, in pdf format, to:

nicole.fitzgerald@activer rehab.com.au

Shortlisted applicants may be invited to complete mandatory basic skills testing, including touch typing speed and Microsoft application skills, in preparation for an interview and written testing. The results of any assessment will be considered along with other sources of information, to enable *Active Rehabilitation Physiotherapy* to achieve a successful job match for you and for us. All applicants will be notified of their outcome via email.

We look forward to your application.

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