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Administration Services Leader

March 2019

Align Work Health is a dedicated organisation with a strong vision in helping guide people and organisations to perform at their best.

We're an allied health firm established in 2002 working with people injured at work, preventing workplace injuries and improving health at the workplace. Our team includes physiotherapists, occupational therapists and rehabilitation counsellors.

The primary purpose of this role is to deliver great customer service and staff support. The right candidate needs to be:

- warm, approachable & outgoing,
- eager to listen to others,
- a people connector,
- quick to see opportunities.

As well as being great with people you are great with process and detail. You demonstrate strong "care factor" in all your dealings with customers, clients, suppliers, other health professionals and colleagues and at the same time pay attention to detail, which is crucial to our business.

We need someone who takes pride in and responsibility for their work performance AND for assisting the team to reach our collective goals. You will need to be great at juggling tasks and priorities. As you will be responsible for managing and delivering both the administrative and reception functions, it is essential that you can effectively manage competing priorities and schedule your own work flow around the ebb and flow of the office.

HOW TO APPLY

Email your application and resume:
c.quinn@alignworkhealth.com.au

See Recruitment Process below.

APPLICATIONS CLOSE

Wednesday 3/4/2019 6pm.

INTERVIEWS

Telephone interviews may be conducted to short list applicants.

Face-to-face interviews will be conducted Monday 29th April 2019 at Align Work Health.

REFEREES

Preferred candidate(s) will be asked to provide 3 – 4 referees, including someone from their current place of employment if applicable.

OTHER ENQUIRIES

Christine Quinn or Jane Stevens will be happy to hear from you on (02) 6023 4644.

KEY SELECTION CRITERIA

Essential	<ul style="list-style-type: none">• Demonstrated experience delivering exceptional quality customer service in an allied health or professional setting• Demonstrated high level organisational skills to support allied health, medical or professional services teams• Demonstrated high level of skill in verbal and written document and email communication• 4. Experience with a wide range of technology including databases, email and calendar handling for others, online and mobile web applications, presentation equipment and template documents and presentations.
Desirable	<ul style="list-style-type: none">• Experience leading a team and training other personnel• Financial experience: Xero or MYOB, Quick Books, Payroll• Experience working with sensitive and confidential information (eg health records)• Ability to manage social media platforms

PACKAGE.

\$65,000 including super. = \$30 per hour (+ 9.5 % superannuation)

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. Make sure you address both the Essential and Desirable criteria. Preference is for fulltime applicants, this could be negotiable for the right candidate.

If you need more information about the role, feel free to contact Christine Quinn or Jane Stevens on 02 60234644.

Email your application and resume by 6pm Wednesday 3/4/2019: c.quinn@alignworkhealth.com.au

THE RECRUITMENT PROCESS

We will shortlist applications based on written responses to the selection criteria.

Those who are unsuccessful at this stage will be advised by email.

We will conduct 30 to 40 minute telephone interviews 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. Interviews will take place on Monday 29 April 549 David Street Albury.

Following the interview the preferred candidate/s will be asked to provide 3 – 4 referees, including someone from their current place of employment if applicable. We will confirm at interview who we would like to speak with.

Second round of interviews may occur depending on the applicants.

The successful candidate will have a 6 month probationary period.