



RECEPTION / CHIROPRACTIC ASSISTANT POSITION

This position is based at our Chiropractic practice in Tumut, NSW. The successful applicant will be employed in a role that involves engaging with patients and ensuring their experience is first class.

This is more than a job! Here's why:

We focus on bringing out the best in our team members, because we know this will result in the best experience for our patients.

- Expand Your Talents! You get regular in-house mentoring and training.
- Join a Family! You become part of a very strong and connected team. We are a group that supports and looks out for one another.
- Your Opinion Matters! You will become a key advisor in how we can deliver better service to patients and the community.
- You're exposed to a variety of administration duties.
- You'll enjoy a fast paced and challenging role.

So what are we looking for in our newest team member?

1. You must love people and enjoy getting to know new people quickly.
2. You are passionate about natural, holistic and preventative forms of healthcare.
3. You are somebody who shows initiative, and you are always looking to productively contribute in your role.
4. You must be flexible and able to adapt to a changing environment; we love to innovate!
5. You thrive on a fast paced work environment and have a remarkable ability to multi task.
6. You pride yourself on your presentation and maintaining a clean environment; willing to do any of the necessary tasks, such as cleaning, to keep our space beautiful.
7. You can work independently with confidence and integrity.
8. You can prioritise your time and work efficiently.
9. You are somebody who communicates well and have a great phone manner; you smile when you are on the phone.

10. You are capable and confident with computers and willing to use a variety of software applications to streamline operating systems.
11. You love to help people - you are always willing to go the extra mile, nurturing patients through their journey with us and actively participate in the success of the clinic.
12. You communicate openly; happy to discuss daily actions, challenges and opportunities within your role.
13. You are happy to be part of regular reviews because you value improvement.
14. You can follow systems and procedures.
15. You have the ability to plan, and love to organise and provide structure.
16. You are well educated and highly competent in daily reception/administrative duties; able and eager to learn new things quickly.
17. You are proficient with the use of the English language both online and in-person.
18. You are flexible with your availability. This is not a 9 to 5 role, and will on occasion require extended hours to cover other members of the team while on leave.
19. You are honest and reliable.
20. You are a details person and love to perform all tasks with excellence.

Please note, we only want to speak with people who are genuinely excited about the opportunity to nurture and spoil our patients. We are not looking for robots, so if you are serious about your application, write "I am not a robot" at the top of your cover letter.

Also, you're more likely to be chosen if you've addressed the 20 points above in your cover letter and write a few sentences outlining your philosophy on health.

We're dedicated to delivering the best care to our patients in every facet of the practice and that's why we are different. This means we are constantly innovating, finding new and better ways to serve our patients. This role is challenging and rewarding, and you will be instrumental in changing lives for the better.

If you believe you're the right person, please forward your application letter and resume to:

jointheteam@nestchiro.com

We look forward to hearing from you.