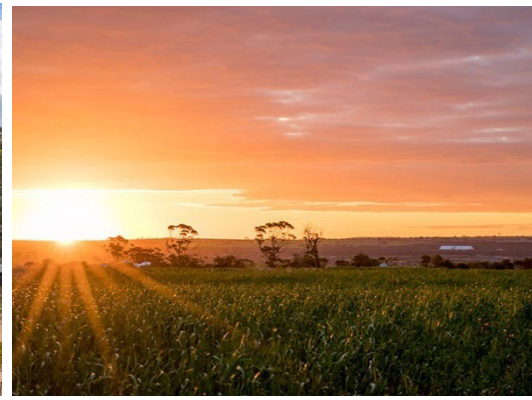




Medical Receptionist

Application Package – October 2025

MEDICAL RECEPTIONIST (Part-Time)

BRUCE ROCK MEDICAL CENTRE



The opportunity

The Shire of Bruce Rock is seeking a friendly and enthusiastic person to take on the role of Part-Time Medical Receptionist, and be part of the committed team based in the Bruce Rock Medical Centre. There will be a minimum of two days of work per week (Wednesdays and Fridays), with the occasional requirement to work extra hours or days for relief cover.

Essential requirements

The successful applicant must possess:

- A strong customer service focus.
- Good time management and organisational skills.
- Skills and experience in computer software/Microsoft Office products.
- Good verbal and written communication skills.
- Commitment to work as part of the Medical Centre team.
- Commitment to confidentiality and discretion.
- Willingness to work in a flexible, part-time arrangement.

Employment conditions

- Permanent appointment upon successful completion of a three-month probation period.
- Conditions in accordance with the Local Government Officers (Western Australia) Award, level 2.1 (\$26.62 per hour), plus 5% over award allowance (resulting in a pay rate of \$27.951 per hour).
- Generous superannuation options (12% on commencement, plus employee contributions matched by the Shire up to 5%).
- Training and development opportunities.
- Uniform allowance.

How to apply

Please provide a written application including a covering letter outlining how you meet the selection criteria for the role (as per the Position Description), plus a CV detailing your work history and providing two recent work-related referees. Please mark your application as follows: "Receptionist – Medical Centre".

You can post, personally deliver or email your application to:

Post

Shire of Bruce Rock
PO Box 113
BRUCE ROCK WA 6418

In person

Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Email

shenae.negri@brucerock.wa.gov.au

Applications must be received by 4.00pm on Friday, 31 October 2025.

Application package and more information

An application package and more information (including the Position Description) can be obtained at the Shire's website (www.bruce-rock.wa.gov.au) or by contacting Shenae Negri (on 9061 1377 or shenae.negri@brucerock.wa.gov.au).

POSITION DESCRIPTION

Position Title	Part Time Medical Receptionist
Department	Medical Services
Award/Agreement	Local Government Officers (Western Australia) Award 2021
Classification	Level 2.1 (\$26.62 per hour)
Status/Hours	Part-time – Two days a week, with relief cover as required.

Position Objective

To ensure a courteous and professional service is provided to people attending the Bruce Rock Medical Centre and contacting the Centre by telephone. To provide professional/clerical support for the Medical Practitioner.

Key Responsibilities and Duties

Key Areas of Accountability	
Customer Service	- Attend to client enquiries at the Medical Centre reception and over the telephone. - Maintain appointment details for the Practitioner.
Confidentiality	Provide confidential clerical services for the Medical Centre.
General Administration	- Receipting of all cash, cheques and money orders received over the counter and via mail. - Daily balancing of till and preparation of banking report. - Raising accounts billing following the conclusion of each patient appointment. - Maintain Practitioner's patient record and filing system. - Arranging the ordering of Medical Centre consumables through the Shire Administration. - Daily preparation of pathology samples and documentation required by the Pathological Service Provider via courier service. - Processing billing, both private and public. - Other duties as directed by senior staff.
Work Health and Safety – Risk Management	- Demonstrate a strong commitment to Work Health and Safety, including risk management. - Take all reasonable care in the performance of duties to prevent injury to self and others.

Position Requirements

Skills	Knowledge	Experience/Qualifications
Sound keyboard, telephone and reception skills.	Good knowledge of Windows and Office based applications.	Minimum completion of Year 10 secondary school.

Skills	Knowledge	Experience/Qualifications
Ability to attend to clients in a friendly, courteous and discreet manner.	Knowledge of basic office bookkeeping and cash handling procedures (desirable).	Hold Current "C" class motor vehicle driver's licence (desirable).
Strong customer service focus.		Completion of suitable Administration/Office Studies course (desirable).
Good time management and organisational skills.		Exposure to medical service environment (desirable).
Able to work as part of a team with other medical professionals.		
Flexibility to work in a part-time arrangement.		

Selection Criteria	Essential	Desirable
Skills		
Good communication skills, both verbal and written.	✓	
Sound computer skills	✓	
Prior experience with attending to the public in person and via telephone.	✓	
Good time management and organisational skills.	✓	
Ability to maintain confidentiality and discretion at all times.	✓	
Prior experience in cash handling, bookkeeping and office procedures.		✓
Current "C" (previously A) Motor Drivers Licence.		✓
Knowledge		
Knowledge of the Local Community		✓
Prior experience in a medical service environment		✓

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

Ordinary hours are from 8.00am to 5.00pm, with an hour break for lunch.

2. Annual Leave

Four weeks pro-rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 12% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the officer before tax, up to a maximum amount of 5% of their salary. This amount is subject to variation at Council's discretion.

4. Public Holidays

In addition to the normal public holidays, two days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the officer to participate in relevant training, as approved by management.

9. Medical Examination

The Officer will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of the Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

10. National Police Clearance

The officer will be required, as a condition of employment, to provide a current National Police Clearance at the Shire's expense.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

12. Probationary Period

A probationary period is applicable to this position, and will be discussed at the time of offer of the position to the successful applicant. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

PREPARING YOUR APPLICATION

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

REFEREES

You are required to nominate two work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

PREPARING FOR THE INTERVIEW

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

AFTER THE INTERVIEW

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

CANVASSING OF COUNCILLORS

Canvassing of Elected Members is prohibited, and any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 43 staff, including administrative and external officers, as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



THE STAFF

Chief Executive Officer	1
Manager of Governance and Community Services	1
Manager of Finance	1
Manager of Works and Services	1
Manager of Strategic Business Development	1
Aquatic Centre Manager	1
Medical Centre Manager	1
Recreation Centre Manager	1
Workshop Manager	1
Construction Supervisor	1
Town Supervisor	1
Technical Services Coordinator	1
Assets and Property Coordinator	1
Coordinator Administration and Community Services	1
Customer Service Officer	1
Finance and HR Officer	1
Finance Officer	2
Executive Support Officer	1
Medical Receptionist	2
Building Maintenance	2
Construction Crew	5
Town Crew	4
Trades Assistant	1
Caravan Park Caretaker	1
Cleaning Staff	5
Total	39

PHYSICAL CHARACTERISTICS

Location

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes three satellite town sites: Shackleton, Babakin and Ardath, and the Kwolyin locality.

Population

The permanent population of Bruce Rock townsite is approximately 700.

The permanent population of the Shire of Bruce Rock is approximately 1100.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

HISTORY

The First Settlers

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

Railway

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

Townsite

The town was gazetted as Bruce Rock in June 1913.

PHYSICAL INFRASTRUCTURE

Roads

Total Length in the district	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach and Septic Individual Systems. A STED Scheme is currently being constructed for the Bruce Rock townsite.

Electricity

Electricity is supplied by Synergy through the Western Power electricity grid.

Telephone

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

BUSINESS AND INDUSTRY

Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, course grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal fabrication, light industrial, agricultural agencies and transport operations.

Essential Services

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



COMMUNITY SERVICES

Health

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

Emergency Services

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

Education and Training

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

There is also a playgroup that meets weekly.

The Town and District Halls

Halls have been built at Bruce Rock, Babakin and Shackleton.

Recreation Centre and Facilities

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



Other Services

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened on October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

Bruce Rock Remembrance Park

Officially opened on the 6th November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

TOURISM

Granite Way

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

Museums

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.



Wildflowers

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

Other Places of Interest

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Roadhouse, Bruce Rock Chalet, Bruce Rock Caravan Park, Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.