

## 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 one day of work per week (Friday), 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 completion of a three-month probation period.
- Conditions in accordance with the Local Government Officers (Western Australia) Award, level 2.1 (\$24.67 per hour) to 3.1 (\$27.20 per hour), depending on skills and experience, plus 5% over award allowance.
- Generous superannuation options (11% on commencement, plus employee contributions matched by the Shire up to 6%).
- 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*

[nerea.ugarte@brucerock.wa.gov.au](mailto:nerea.ugarte@brucerock.wa.gov.au)

**Applications must be received by 4.00pm on Friday, 15 March 2024.**

#### 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](http://www.bruce-rock.wa.gov.au)) or by contacting Rachael Hearne (on 9061 1377 or [rachael.hearne@brucerock.wa.gov.au](mailto:rachael.hearne@brucerock.wa.gov.au)).