



## *Full Time: Physiotherapy Practice Receptionist*

PHYSIO4ALL has an exciting opportunity for a mature, motivated Medical receptionist to join our busy North Sydney Physiotherapist practice.

- Full time position which may include Saturday mornings
- The successful applicant must be people focused & have excellent communication skills
- The candidate must be able to manage reception, work independently, multi-task as well as carry out several administrative and general cleaning duties.
- Experience in physiotherapy/medical reception work would be preferred but not essential
- Knowledge of PPMP or practice management software is preferred but not essential.
- Good typing, computer/data entry, Microsoft word, XL, billing and receipting skills essential
- Available to work extra hours for holidays and sick leave where needed.
- Knowledge of TYRO (Hicaps) Medicare, Workers Compensation etc. is preferred
- The practice is committed to personal service and excellence in patient care.
- Friendly work environment very close to public transport

If you have the skill set and are interested in this position please email your resume with a minimum of 2 contactable references to the practice Director, Steve Felsher at [steve@physio4all.com.au](mailto:steve@physio4all.com.au).

**Please do NOT contact the practice** - we will email successful candidates for interview.