

Medical Reception & Office Admin Traineeship

Bulgarr Ngaru Medical Aboriginal Corporation is looking for an Aboriginal Trainee Medical Receptionist to join our Clarence Valley teams. School leavers and new to the work force applicants are encouraged to apply.

- Gain a Certificate III in Business Administration (Medical) while at work
- Friendly & supportive environments

A traineeship can be the perfect way for you to **develop your career in the medical industry.**

The Role

- Greeting patients face to face and over the phone
- Reception skills and support for clinics and Doctors
- Providing admin support - word processing, filing, document management
- Patient coordination, diary management, and bookings;
- Supporting smooth running of the organisation.

So, what are we looking for?

The ideal candidate will

- Be friendly with a genuine desire to learn
- Be well presented for a corporate office
- Be able to pick things up once trained
- Be mature and reliable;
- Have the desire and ability to travel
- Be comfortable using a computer including Word, Outlook and Excel
- Strong communicator both written and verbal

What's in it for you?

- Developing your career in the medical industry
- Award training wage whilst gaining a qualification, full time work Mon-Fri
- Guidance and mentoring

If you are interested in this traineeship, you must be enrolled with a current Job Seeker network provider in order to meet the criteria for traineeship funding.

Application closes: 5.00pm Sunday 13th December, 2020. If you would like to apply, please send your resume and cover letter to hr@bnmac.com.au.