Quality community care

Eumundi
Family Medical Centre

3/2-6 Etheridge St Eumundi, Qld 4562

Full-time trainee position: Receptionist/administrative assistant

We seek an energetic, friendly young person or adult with a strong school or work record to join the team in the Centre due to open on 9 May and to undertake a traineeship in the AQF Certificate IV Health Administration offered by the Sunshine Coast Division of General Practice. The rate of pay for the first year of the traineeship is $17.17 per hour.

The position reports to the Practice Manager. The successful applicant will make an important contribution to the efficient administration of the centre and will extend quality community care in interactions with patients. Reliability and self-starting abilities will be highly valued as will evidence of good communication and IT skills.

Please apply by submitting a C/V and or a letter including two professional referees contact details on or before 2 May by email to medical@eumundicco.com.au

For enquiries about the position leave message on Ph 5442 8882 or medical@eumundicco.com.au

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Eumundi Combined Community Organisation Ltd