

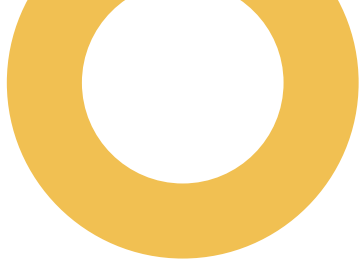


health nest

we are
hiring

Front Desk Client
Coordinator





Front Desk Client Coordinator

We have a position available within our team in Launceston as our Front Desk Client Coordinator.

About this position

This is a position that would involve being our front desk administration guru. This is the hub of our practice and we need someone with great customer service and a calling to be helpful and organised. In this role you would be supporting both clients and therapists to ensure everyone is feeling looked after. We are on the search for someone pretty amazing. We are looking for someone who is hard working, a delight to be around, and someone who is friendly and honest.


This position is suited to you if you're available to work full time.

This position would be ideal for you if:

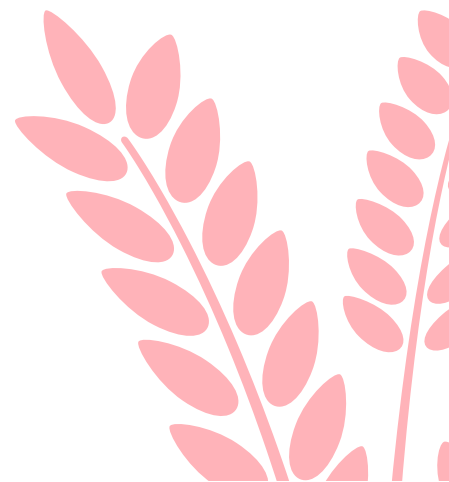
- You are leaving school and looking to start your career (We are able to offer a TRAINEESHIP where you would be working towards a Certificate III in Business Administration), or...
- Have been working in administration, but are looking for a change, or...
- You have been in retail or hospitality and are keen on a career that doesn't include weekends!

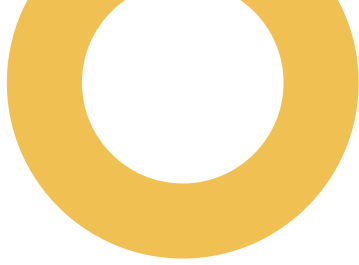
Not sure if you have the skills?

Not a problem! You don't need to have previous experience in a similar admin role. We will provide training if you feel you need to update your administration knowledge and skillset for this position. There are lots of opportunities if you have the passion to learn.



We are looking for someone to mentor and train who also wants to grow. We promise a workplace that will challenge and stretch you as well as care and support you. We are a determined and driven team but we also know how to have fun. We value career growth, and will make sure you have opportunities in the future to spread your wings within our workplace.





health nest


Front Desk Client Coordinator

This position would be a great match for you if:

- You are looking for a career that allows you to grow for the long term
- You don't mind rolling up your sleeves and doing a bit of hard work
- You are happy to follow systems and procedures to ensure consistency in your work
- You love efficiency and have the initiative to get things done when you see they are needed
- You are keen to engage in more training as needed and are keen to grow into the best version of yourself
- You are good at data entry, writing emails, formatting word documents and working on the computer
- You don't mind talking on the phone. You are happy to handle inbound and outbound calls to our wonderful clients & referrers.
- You have a can do attitude that tells us you won't shy away from difficult tasks and you are happy to help out in a multitude of areas to help grow our business.
- You are thorough and avoid cutting corners, and are happy to ask questions if you need help or further direction.
- You value yourself as a person. You are humble and kind and honesty is important to you.

About Us

We are a team dedicated to providing therapy services to assist people to recover from injury, manage their condition, reduce pain and symptoms, and return to the activities they love. Our vision is to provide therapy that our clients and referrers can rely on, and we are on a mission to build a team of health professionals who can educate, support and care for our clients.



We are a small friendly team, and a place where you will be valued. We are winners of the Employer of Choice awards in Launceston.... We really are a great place to work. You won't feel like a number and everyone in our workplace is treated with the same respect.





Front Desk Client Coordinator

How to apply

To apply, please complete the following steps:

Take a leap! Give it a go. If the above sings to you – take a brave step forward and get your application in to us!

To apply, there are two things you need to do.

1. Send an email to Lace McCormack and attach a cover letter telling us why you would love to be part of the Health Nest team in this role, and an updated copy of your resume. The email for Lace is lace@healthnest.com.au
2. Find out your personality type by taking the quiz and send Lace your answer. We don't use this to rule anyone out, as we believe all personality types have strengths and weaknesses. We use this information to get to know you more. [You can click here to access the quiz.](#)

Once we receive your application, we will be in contact with you.

Applications close at 5pm Friday 9th December.

