



## **RE: Medical Receptionist**

### **How to Apply**

Your application must be received by UNE Life People, Culture & Development by the closing date listed below. **Applications received after the closing date will not be accepted.**

Applications must be emailed to [dhiscox@une.edu.au](mailto:dhiscox@une.edu.au)

**Closing Date: 5pm, Friday 5 April 2024**

### **Your application must include the following:**

1. One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role with UNE Life;
2. Statement addressing Selection Criteria;
3. A current resume containing details of 3 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor;
4. Copies of current/valid qualifications required as detailed in the Position Description.

### **About the Application Process**

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

All queries relating to the position should be directed to David Schmude at [dschmud2@une.edu.au](mailto:dschmud2@une.edu.au)

including if you have any questions regarding the application process.

## Position Details

ITEM	DETAILS OF OFFER
Commencement date:	April 2024
Type of engagement:	Fulltime or Permanent Part-time
Position offered:	Medical Receptionist
Location of position:	UNE Healthcare Centre, 110 Butler Street, Armidale NSW
Reporting to:	Practice Manager
Modern Award Coverage:	Health Professional & Support Services Award 2020
Award Classification:	Dependant on experience
Base salary:	Dependant on experience
Superannuation Guarantee rate:	11 %
Ordinary hours of work:	38 hours per week – Fulltime Pro-rata for Part-time Or Casual hours
Annual & personal leave:	Entitled to accrue for permanent staff Annual Leave – 20 days Personal Leave – 10 days
Probationary period:	6 months
Notice period:	4 weeks preferred
Staff Benefits:	<p>Attractive package available – including:</p> <ul style="list-style-type: none"> <li>- Discounts at UNE Life food and beverage outlets</li> <li>- Discounts at Hair and Beauty outlet</li> <li>- Gym membership at SportUNE</li> <li>- Membership (discounts) at Belgrave Cinema</li> <li>- Professional development and training</li> <li>- Employee Assistance Program</li> </ul>