



**RE: Medical Receptionist – Armidale Urgent Care Service**

**How to Apply**

Your application must be received by UNE Life People, Culture & Development via email to [dhiscox@une.edu.au](mailto:dhiscox@une.edu.au)

**Your application must include the following:**

- One page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role;
- A current resume containing details of 2 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor;
- 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 will commence as and when applications are received.

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

All queries relating to the position should be directed to Sarah Burrows at [sarah.burrows@une.edu.au](mailto:sarah.burrows@une.edu.au) including if you have any questions regarding the application process.

**Position Details**

ITEM	DETAILS OF OFFER
Commencement date:	June 2024
Type of engagement:	Casual i. As a casual employee, there is no guarantee of ongoing or regular work.
Position offered:	Medical Administration Assistant – Urgent Care Service
Location of position:	Armidale Urgent Care Service, UNE Life Healthcare Centre, 110 Butler Street, Armidale
Reporting to:	Practice Manager
Modern Award Coverage:	Health Professionals and Support Services Award 2020
Award Classification:	Level 5 Support Services Employee (Dependant on Experience)
Base salary:	\$33.84 per hour, including casual loading + penalties (Level 5) (Dependant on Experience)
Superannuation Guarantee rate:	11 %
Ordinary hours of work:	Unspecified due to casual nature of work
Annual & personal leave:	Casual Loading in lieu of entitlements
Probationary period:	6 months
Notice period:	2 weeks preferred
Staff Benefits:	Attractive package available – including: <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>- Professional development and training</li> <li>- Employee Assistance Program</li> </ul>