

Job Description
Office Assistant

HiFlex Physio

Applicant for this role must have the following qualities:

- Excellent oral and written communication skills.
- Ability to work well under limited supervision.
- Warm and friendly personality.
- Commitment to working safely and following the HiFlex Physio Office Ergonomics Policy and Procedure <http://bounce.precisiongroup.com.au/policies/whs-and0emergency-policy/> to prevent workpalce injuries or incidents.
- Accurate typing skills at a mininum speed of 50-80 words per minute (wpm) and 98% accuracy.
- Competent computer skills with sounds knowledge in excel and word.

Duties and responsibilities inclucde but are not limited to:

- Assisting the Centre Manager and Receptionist with office administration tasks. These may include but are not limited to:
    - Running reports for the Centre Manager
    - Input of data
    - Answering phone calls
    - Attending to or directing customers in reception
    - Manage calendar bookings
    - Maintain a tidy workspace
- Performing a WHS check of their workspace at least once a week.