

Job Description
Receptionist

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
- Highly organised with strong attention to detail
- Commitment to working safely and following the Bounce Fitness Office Ergonomics Policy and Procedure <http://bounce.precisiongroup.com.au/policies/whs-and-emergency-policy/> to prevent workpalce injuries or incidents
- Accurate typing skills at a mininum speed of 55-65 words per minute (wpm) and 92% accuracy
- Competent computer skills with sounds knowledge in excel and word

Duties and responsibilities inclucde but are not limited to:

- Running the reception area and perfoming office administration tasks. These may include but are not limited to:
  - Answering phone calls
  - Attending to or directing customers in reception
  - Prepare documents and correspondence
  - Resolve customer complaints as necessary
  - Maintaining a clean and tidy reception are
- Performing a WHS check of their workspace at least once a week