

Job Description
Data Entry Typist

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 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:

- Performing data entry tasks for the Manager and Receptionist, this includes:
  - Memberships
  - Financial Spreadsheet Reports
  - Stock Spreadsheet Reports
- Performing a WHS check of their workspace at least once a week.