



Receptionist - part time - Nurses Residence

Location: Sydney Adventist Hospital

We are seeking a self-motivated person with excellent interpersonal and customer service skills to join our Residence management team. This frontline role requires a person who displays patience and skill when relating to all age groups from a wide variety of cultural backgrounds. The successful applicant will be primarily responsible for the day to day processing of both residential and guest clientele needs. Duties will include both clerical and “hands on” aspects of management.

This is a job share role with availability up to 24 hours per week. Shifts comprise 7.5 hours paid work with ½ hour unpaid meal break.

Essential

- Effective reception and/or management skills
- Effective interpersonal skills
- Good computer skills (outlook, Word, Excel, Publisher and Hotel Booking Systems)
- High level of customer service

Desirable

- Availability to cover additional shifts during times of illness or vacation

Enquiries and applications to Christine Gray, Housing Services Manager on 9487 9330 or email chris.gray@sah.org.au

Applications close 4 December 2017 for commencement mid January 2018.