



Receptionist part time – 22.5 hours per week

Location: Sydney Adventist Hospital

- Temporary leave cover role – approximately 18 weeks
- Sydney Adventist Hospital Nurses Residence
- Fabulous opportunity to enhance customer service skills
- Job share role

We are seeking a self-motivated person with excellent interpersonal and customer service skills to join our Residence management team for approximately 18 weeks. This 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” domestic aspects of management.

This is a job share role offering three days per week. Shifts comprise 7.5 hours paid work with ½ hour unpaid meal breaks. Shifts are from 10:00am to 6:00pm.

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 would be beneficial but not essential

Enquiries and applications to Christine Gray, Housing Services Manager on 9487 9330 or email chris.gray@sah.org.au. The closing date for applications is 18 May 2018. However, applications will be reviewed and actioned as they are received, therefore, early applications are favourable.