Join Our Team at The Wellness Emporium: Naturopath & Client Care Administrator

Are you passionate about holistic health and well-being? Do you thrive in a dynamic, supportive environment where you can make a real difference in people's lives? If so, The Wellness Emporium in Burleigh Heads has an exciting opportunity for you!

**About Us**

The Wellness Emporium is a holistic wellness clinic offering a blend of naturopathy and psychology services. We specialise in women’s health, gut issues, skin concerns, and mental well-being. Our mission is to empower individuals on their health journeys through personalised, collaborative & comprehensive care.

**The Role**

We are seeking a dedicated and enthusiastic part-time Naturopath & Client Care Administrator to join our clinic in Burleigh Heads. This role involves a combination of administrative duties and 1:1 naturopathic support, ensuring smooth clinic operations and excellent client care.

We are looking for someone who shares our mission and wants to be part of our clinic family long term.

**Key Responsibilities**

* Serve as the welcoming face of The Wellness Emporium, ensuring a nurturing and positive experience for all clients.
* General administrative & marketing duties
* Diary & Clinic Management including scheduling and managing client appointments, handling enquiries, processing payments and maintaining client records.
* Naturopathic consultations and personalised treatment plans
* Support practitioners/ clients with dispensing herbal and nutritional medicine.

**Requirements**

* Qualifications in Naturopathy, including current registration and PI/PL insurance.
* Current First Aid & CRP Certificate
* Adaptable, quick learner with a high amount of attention to detail.
* Strong organisational skills and process driven
* Excellent communication and interpersonal skills
* A passion for holistic health and a proactive, can-do attitude
* Ability to provide naturopathic care in a variety of treatment areas
* Familiar with Practitioner Only Products, herbal formulations, and nutritional supplementation
* Life long learner and research driven
* Proficiency in using computer programs and the ability to learn new systems quickly.
* Ability to prioritise tasks and work independently as well as part of a team.
* Be comfortable with handling conflict (this could be clients or team)
* Confident on the phone
* Committed to the growth of the clinic
* Not running their own private practice / consulting business as a naturopath (this is a non negotiable)

**Preferred (but not essential):**

* Previous experience in a similar role or in a healthcare setting.
* Be savvy with social media
* Familiar with medicare payments, work cover and NDIS etc
* Familiarity with scheduling software and CRM systems. (we use Cliniko)

**What We Offer**

* Competitive salary based on experience, with the potential of additional bonus structure for the right person
* Opportunities for professional growth and development.
* Monthly mentoring sessions with the clinic director to support your practice and clients' journeys, including marketing and client case studies.
* A supportive and friendly team environment.
* Discounts on our products and services.
* Opportunity to grow hours – fulltime and bonuses
* Team building events

**Availability:**

Part-time hours: 10-20 hours per week (2-3 days), with flexibility and the possibility of full-time employment. Please note full days will eventually look like 10am-6pm.

**How to Apply**

If you are ready to make a meaningful impact and join a team that values your expertise, we would love to hear from you! Please send your resume and a cover letter detailing why you are the perfect fit for this role along with addressing these questions:

* Relevant experience
* Your interests as a Naturopath
* Any other skills that make you stand out for the role
* Available start date, and your weekly availability

Email to: hello@thewellnessemporium.com.au

Applications without a cover letter will not be considered.

Only successful applicants will be contacted.