**Admin position for 2024 at The Wellness Emporium**

We have a new position available for a fabulous front of house and client care administrator. Our front of house is the first step to our patients healing and we are looking for the right person to fill this role and join our fabulous team.

If you have a passion for health and wellness, are ready to hit the ground running, learn, adapt and take on new and different processes we would love to hear from 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.

**About The Role**

This is a part time role and involves everything to do with ensuring that our clients journey at the wellness emporium is easy and nurturing.

Part of your job will include (this will be detailed further in the interview):

* Serve as the welcoming face of The Wellness Emporium, ensuring a nurturing and positive experience for all clients.
* General administrative – managing emails, digital filing, supporting practitioners, account management / reconciling
* Diary & Clinic Management including scheduling and managing client appointments, handling enquiries, processing payments (including private health and medicare) and maintaining client records.
* Managing the clinics dispensary and client reorders
* General cleaning tasks

**Skills & Experience**

Although experience in a similar role is an advantage it is not essential. You do however need to be passionate about what we do as well as being able to multi-task, be adaptable, resilient and a quick learner.

The successful applicant will need to learn many aspects of running the clinic reception in a short period of time so must be switched on and ready to learn. You will be provided with training and ongoing support.

* Proactive, flexible, can do attitude
* Self motivated and initiative to learn and problem solve , as well as work autonomously
* Excellent communication and interpersonal skills
* Ability to prioritise workload
* Medium to advance computer skills
* Excellent time management skills
* Capability to work under pressure
* People skills that motivate you and motivate those around you
* Ability to adapt to unpredictable days

Preferred, but not essential:

* Previous experience in a healthcare / wellness setting
* Knowledge of allied health
* Knowledge of Medicare processes and private health rebates for processing patients payment and quoting
* Knowledge of CRM systems and scheduling and accounting software (we use Cliniko in our clinic) and accounting software – xero

**Salary**

Salary is depending on skill level and will be discussed after your initial interview.

**REQUIREMENTS HOURS/START DATE:**

Tuesday & Thursday 8am-4pm

Friday 12pm-4pm

Start date required – December 9th 2024. We close for 2 weeks over Christmas / new years. Training day will be the week prior with our current clinic manager.

We are wanting someone who can join us long term and has a vision to stay for a minimum of 2 years.

**The Perks:**

We pride ourselves on having a great culture at The Wellness Emporium and this includes discounted health care and supplements. We also participate in regular team building and business / professional development workshops and activities.

However the biggest perk is being part of a team that helps people in their health and wellness journey! You cant beat that!

**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
* Any other skills that make you stand out for the role
* Is there anything that would stop you from doing your job?
* Are you able to commit to this position long term?
* Are you able to start the week of the 9th of December, training day will be the week prior with our current clinic manager. (please note we also close for 2 weeks over Christmas)

Email to: hello@thewellnessemporium.com.au

Applications without a cover letter will not be considered.

Only successful applicants will be contacted.

Interviewing is intended to start the week of November 11th.