

## Receptionist/Administration Assistant

Permanent full time role located primarily @ Palmerston



***An exciting opportunity to join a dynamic and supportive Allied Health team producing meaningful outcomes***



Bodyfit is a progressive Allied Health leader in the Northern Territory delivering innovative services, facilitating positive lifestyle changes and improving health outcomes to diverse populations. We service our Darwin clients from our Palmerston and Bayview clinics as well as have remote programs in over 30 communities.

We are currently seeking an enthusiastic and friendly Receptionist/Administration Assistant to join our team at our Palmerston practice. This role is the face and voice of Bodyfit by greeting patients, answering the phone and making appointments as well as working closely with clinicians and other internal departments. The role also covers a range of administrative, financial and facilities functions.

The successful candidate will possess exceptional communication skills, work cooperatively in a team, remain focused in a fast-paced environment and be passionate about helping others. Previous experience in a reception/administration position is essential and health or medical industry experience will be advantageous. Competent computer skills are essential. Please note: the successful candidate will be required to obtain a National Police Check. Only successful applicants will be contacted for an interview.

Please submit a covering letter to tell us why you would be the best candidate as well as include your resume. Please apply by emailing [bodyfitvacancies@bodyfitalliedhealth.com.au](mailto:bodyfitvacancies@bodyfitalliedhealth.com.au). We look forward to hearing from you.