

ADMINISTRATION/MEDICAL RECEPTION/CUSTOMER SERVICE

AVAILABLE CANDIDATE PROFILE

CANDIDATE #C203

Experienced Administration Assistant with senior Receptionist skills seeking employment in the Bendigo region. The Candidate possess exceptional customer service skills and experience with MYOB and payroll.

QUALIFICATIONS AND LICENCES

- Currently undergoing Medical Terminology for Health Professionals course
- Certificate IV in Fitness, 2014
- Business Sales Certificate IV, 2014
- Small Business Management Certificate IV, 2014
- Business Administration Certificate III, 2007

HOURS

Seeking full time employment

CURRENTLY SEEKING EMPLOYMENT WITHIN

Receptionist
Administration Assistant
Customer Service Representative

TRANSPORTATION

Has own transport readily available transport

RESTRICTIONS

Nil

A financial incentive of up to \$26,000 is available to employers using the WorkSafe Incentive Scheme for Employers (WISE).