

RECEPTIONIST/ADMINISTRATION ASSISTANT

AVAILABLE CANDIDATE PROFILE

CANDIDATE #C201

Currently undertaking MYOB training; candidate possesses customer service and supervisory experience, seeking administration or receptionist position in a variety of industries in the outer Eastern suburbs.

QUALIFICATIONS AND LICENCES

- Currently undergoing MYOB training
- Excel training, 2017
- Medical Receptionist course, 2016
- Receptionist & Basic Office Skills course, 2016

HOURS

- Seeking full time employment

CURRENTLY SEEKING EMPLOYMENT WITHIN

Medical Receptionist
Administration Assistant
Customer Service Representative

TRANSPORTATION

- Has own transport readily available.

RESTRICTIONS

- N/A

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