

Administrator / Receptionist / Customer Service Professional

Available Candidate Profile

CANDIDATE #W113

Highly-qualified Customer Service professional with extensive experience throughout a range of industries including Nursing, Disability Support and Registered Training; seeking employment as an Administrator or Receptionist within Health Care or VET / TAFE.

QUALIFICATIONS AND LICENCES

Diploma of Event Management

Diploma of Community Business Management

Diploma of Health and Aged Care

Certificate IV in Nursing

Certificate IV in Dementia Care

Level II First Aid including CPR

Current Driver's Licence

HOURS

Available for both part-time and casual opportunities, up to 30 hours per week over five days.

CURRENTLY SEEKING EMPLOYMENT WITHIN

General Reception

Medical Reception

Ward Clerk

Aged Care Reception / Administration

VET / TAFE Reception / Administration / Enrolments

TRANSPORTATION

Has own transport readily available and willing to travel throughout Geelong and surrounding suburbs

RESTRICTIONS

No heavy lifting.