

**Name**

- Front Office Administrator – Dental/Health (Full-Time)

**Role**

- A customer-focused role with office and clerical responsibilities including liaising and assisting with the management of new, existing and potential patients.
- Provides administrative and secretarial support to Health Professionals while exercising a high degree of responsibility, initiative and professionalism.
- Performs a wide array of tasks that can change daily, such as scheduling appointments, patient recalls and reminders.
- A full-time role based in the Upper Eyre Peninsula region.
- Remuneration commensurate with experience

**Skills and Experience**

Experience in Office Management/Administration and general office tasks; Proficient in Microsoft Office (Outlook, Excel, Word),

Capability to handle more than one duty at a time.

Strong communication skills.

**About Dental On Eyre**

A progressive General Dental Practice focused on delivering oral health services to rural and remote South Australians.

We work collaboratively to maintain access to health services in rural communities.

Please email CV and cover letter to [doe.manager@ozemail.com.au](mailto:doe.manager@ozemail.com.au) by Friday 24 May 2019