



Position Title	Administration and Marketing Assistant
Employer	Bodytrack Exercise Physiology
Application Closing Date	Friday 27 th April 2018
Job Start Date	June 2018
Employment Type	Casual
Salary	Remuneration discussed on successful application – award rates or above as based on experience
Location	2/65 Sylvan Rd, Toowong, QLD 4066
The Company	<p>Bodytrack is a passionate team focused on optimising the health and lives of people in our community. We provide the highest quality health services to a diverse range of clients across four branches: Chronic Conditions and Rehabilitation; Everyday Health and Fitness; Performance; and Corporate Health. We have an outstanding team culture, with leadership and growth opportunities. Our private, purpose-built clinic is the perfect work place to develop your skills and work with some of the best in the business.</p>
Job Description	<p>Our rapidly growing practice is looking for an outstanding administration and marketing assistant to support the Exercise Physiologists with our mission to optimise the health and lives of people in our community. Applicants should have interest or involvement in health and be highly motivated to come to work in a positive and fast paced environment.</p> <p>Required skills/experience:</p> <ul style="list-style-type: none"> • Administration or customer service position including EFTPOS transactions, invoicing, handling client inquiries • Basic computer skills in Office • Adaptability in a fast paced work environment, great time management and ability to multitask <p>Highly regarded skills/experience:</p> <ul style="list-style-type: none"> • Marketing and social media management

- Project management
- Use of Client Management Software
- Knowledge of medical administrative practices (Medicare and Private Health claiming, GP referrals and reporting, etc.)

You must have the highest level of skill in the following:

- Communication
- Organisation
- Acquiring processes quickly
- Attention to detail
- Working effectively both in a team and independently
- Building rapport

If you meet the above requirements and are motivated in supporting professional health care in Exercise Physiology then please forward your Cover Letter and Resume to careers@bodytrack.com.au, or call 3870 4119 for more information.

Tara Saunders
Practice Manager
Bodytrack Exercise Physiology

Apply to

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