



# ST LUKE'S CARE

ST LUKE'S PRIVATE HOSPITAL • LULWORTH HOUSE - AGED CARE  
ST LUKE'S HOME CARE • ST LUKE'S CLINIC - CONSULTING ROOMS,  
PHYSIOTHERAPY & REHABILITATION

[www.slc.org.au](http://www.slc.org.au)

## RECEPTIONIST Full Time (Mon-Fri)

- Full time, 38 hours per week;
- Supportive and friendly team environment;
- Salary Packaging options available to improve your net income;
- Eastern suburbs location, close to public transport.

St Luke's Care is an independent, not-for-profit, charitable organisation that has delivered excellence in health and aged care for 90 years. Our Hospital, Aged Care facility, Home Care service and Retirement Living Apartments are all committed to providing the highest quality of care.

We are seeking a dedicated and enthusiastic Receptionist to work full-time in our Front Office Department.

### **As the successful candidate you will be responsible for:**

- Receive and greet all persons attending to reception and direct them to the appropriate place in accordance with St Luke's Hospital's policies and procedures.
- Handling of switchboard calls internal and external in an efficient and courteous manner.
- Accurate data entry.
- Maintenance and control of personal cashier float in accordance with set policy and procedures.
- Print and distribute daily reports.
- Maintenances and weekly ordering and disbursements of all stationery goods.
- Keeping Front Office policies and procedures manual accurate and up to date.
- At all times and in all circumstances ensure dignity, privacy and comfort of all patients.

- Close liaison with all supervisors and admission/discharge clerks.
- Organising all courier deliveries internal and external.
- Ensuring all goods received are dispersed in accordance with the Hospital's policies and procedures.

**Essential Criteria:**

- Excellent communication and customer service skills;
- High attention to detail;
- Superior organisational skills;
- Intermediate Microsoft software skills (Word, Excel and Outlook);
- The ability to work independently and as part of a team;
- Switchboard skills and be proficient in office based software packages.

**Desirable Criteria:**

Previous experience working in a busy reception role.

If you would like to find out more about St Luke's Care, please visit our website at [www.slc.org.au](http://www.slc.org.au) for further information. To apply you must submit your resume along with a cover letter outlining your suitability and interest for this position via [recruitment@slc.org.au](mailto:recruitment@slc.org.au)

**PROOF OF ELIGIBILITY TO WORK IN AUSTRALIA MUST BE PROVIDED  
ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED**

*All positions at St Luke's Care are subject to relevant character and probity checks including criminal record and/or working with children checks.*

Recruitment Agencies - thank you for thinking of us. We do intend on filling this role through direct channels; however if we require any assistance we will contact recruitment agencies directly.