Receptionist — Foot Focus Podiatry, Wilson

2–5 shifts per week | 12-30 hours per week | Flexible commencement date and flexible time/day split.

Foot Focus Podiatry is seeking a warm, organised and reliable receptionist to join our friendly team in Wilson. This is a patient-facing reception role focused on providing excellent customer service and keeping the front desk running smoothly. **For the right person, there is potential to develop into a senior operational role within the practice.**

About Us

Foot Focus Podiatry is an established practice with approximately 26 years of history. We have a supportive team environment, multiple podiatrists, a visiting surgeon, and a strong focus on patient care and teamwork.

Hours

- Approximately 2 to 5 days per week
- Typical shifts are 4 to 6 hours
- Flexibility to assist with holiday and sick leave cover would be advantageous
- Flexible commencement date

The Role

Your main responsibilities will include:

- Greeting and assisting patients
- Answering phones and responding to enquiries
- Appointment scheduling and diary management
- Processing payments and claims
- Patient recalls and follow-up
- General administrative support
- Learning our practice software and procedures
- Working closely with the reception and clinical team
- Helping maintain a welcoming and efficient patient experience

About You

We are looking for someone who:

- Enjoys helping and caring for people
- Communicates warmly and professionally
- Is organised, punctual and pays attention to detail
- Is comfortable using computers and willing to learn new software
- Can manage multiple priorities in a busy environment
- Works well as part of a team
- Is dependable, trustworthy and honest
- Takes pride in providing a positive patient experience
- Enjoys improving processes, increasing efficiency etc

Experience

Previous experience in reception, customer service, healthcare, allied health or administration would be advantageous but is **not essential**. We are more interested in your attitude, reliability, communication skills and willingness to learn than specific industry experience.

Applications & Enquiries

Please email your resume and a brief cover letter explaining:

- Why this role interests you
- What you enjoy about working with people
- Any experience using computers, software or learning new procedures

Applications and enquiries: admin@footfocuspodiatry.com.au
Attention: Sarah – Job Application

If you would like to discuss the position further, please email us and we will be happy to arrange a suitable time to call you back.