

POSITION VACANCY ADVERTISEMENT



Community Engagement and Communications

CLIENT SERVICES SUPERVISOR

76.0 hours per fortnight

Ongoing

The Position

The position of Client Services Supervisor provides an opportunity for an experienced, passionate and well-presented individual to lead the day-to-day operations of Bendigo Community Health Services (BCHS). The reception desk creates the first impression for consumers using our services and our Client Services staff are always expected to ensure the highest consumer experience. This position will provide excellent customer service and administrative support to BCHS staff or stakeholders.

To be successful in this position you will have:

1. Experience in frontline reception services, preferably in a medical reception or other health organisation environment.
2. The ability to provide high level administrative support in a high-profile organisation.
3. Excellent verbal and written communication skills.
4. The ability to interact with a diverse range of consumers in a private and confidential manner.
5. The capacity to supervise staff.
6. The capacity to show initiative and exercise sound judgement.

Salary and conditions of employment are in accordance with the Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018 - 2022.

Please contact Rod Case - Community Engagement and Communications Executive on 03 5406 1200 to obtain more information.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications addressing the 'Key Selection Criteria' should be marked 'Private and Confidential' and sent to Human Resources by **4.00pm on Wednesday 23 October 2019** by one of the following means:

By Email: recruitment@bchs.com.au
By Mail: Post Office Box 1121 Bendigo Central Vic 3552
By Hand: 171 Hargreaves Street Bendigo
By Fax: (03) 5441 4200

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1200 if an automatic acknowledgement has not been received.
