

Part time Receptionist Job

Hillcrest Physiotherapy Clinic

We have a part time receptionist position becoming available from mid-July. Hillcrest Physiotherapy is a busy physiotherapy clinic, situated in the Hillcrest Medical Centre on Masters Avenue. Our reception team is a vitally important part of the clinic, and we pride ourselves on our friendly and approachable receptionists. We require someone who is able to work under pressure and fit in well with our existing team. The successful applicant will need to be friendly, courteous and willing to go “the extra mile”. Confidence on the front desk and telephone is essential, as well as good general communication skills.

The hours available are from 3pm to 7pm on Tuesday, Thursday and Friday, these are non-negotiable, so if you cannot work these hours please do not apply. Flexibility to cover extra hours would be an advantage.

Please email applications to:

reception@hillcrestphysio.co.nz

Applicants must be able to work in New Zealand and will need to pass police vetting.