



## Administration Trainee

Ungooroo Aboriginal Corporation has an exciting opportunity for an Administration Trainee to join our team. The trainee will provide administrative support with a specific focus on the GP practice. On-the-job training will be complemented with a nationally recognised Certificate III in Business and ongoing career mentoring and support through the Barranggirra program.

**This is an Aboriginal Identified position in accordance with section 14(d) of the Anti-Discrimination Act, 1977.**

### About the role

- Provide administrative support including producing work documents, spreadsheets, learning stock control and ordering, administration support/data entry, greeting and assisting with patient appointments.
- Answer telephone politely and efficiently
- Issue patient invoices/receipts and bulk billing
- Enter and update patient registrations and notes electronically
- Maintain confidentiality in regard to patient care and all aspects of the practice.
- Process and distribute all incoming and outgoing mail daily
- Assist doctors and nurses with administrative task including phone calls, photocopying and filing
- Comply with and follow all relevant Work, Health and Safety policies and procedures
- Keep the reception and clinic area tidy and clean

### About you

- Ability to work cooperatively and effectively in a team environment
- Maintain confidentiality and privacy of all records, documentation and observations
- Demonstrate sound computer skills
- Use initiative to plan and prioritise work
- Demonstrate sound literacy and numeracy skills
- Demonstrate sound written and verbal communications skills
- Be honest, friendly, punctual and reliable

### Qualifications and experience

- Successfully completing Certificate III in Business Administration – BSB30115 during the tenure of employment.
- This is an Aboriginal Identified position in accordance with section 14(d) of the Anti-Discrimination act, 1977.

### How to Apply

Please email your cover letter addressing the criteria and CV with relevant experience to [hr@ungooroo.com.au](mailto:hr@ungooroo.com.au) or give us a call on **6571 5111**.

Find out more about  
Ungooroo Aboriginal Corporation

[www.ungooroo.com.au](http://www.ungooroo.com.au)

