



health nest

CLIENT COORDINATOR

We are currently looking for a Client Coordinator to join our team in Launceston. We are a team dedicated to providing therapy services to assist people to recover from injury, manage their condition, reduce pain and symptoms, and return to the activities they love. Our vision is to provide therapy that our clients and referrers can rely on, and we are on a mission to build a team of health professionals who can educate, support and care for our clients.

Health Nest began in August 2017 and we have enjoyed being a start up business in the Launceston area And now we are ready to grow our nest. We are looking for a client co-ordinator. This is a position that would involve being our front desk administration guru. This is the hub of our practice and we need someone with great customer service and a calling to be helpful and organised. In this role you would be supporting both clients and therapists to ensure everyone is feeling looked after. We are on the search for someone pretty amazing. We are looking for someone who is hard working, a delight to be around, and someone who is friendly and honest.

Not sure if you have the skills?

We will provide training if you feel you need to update your administration knowledge and skillset for this role. There are lots of opportunities if you have the passion to learn.

This position would be a great match for you if:

- You are looking for a career that allows you to grow for the long term
- You don't mind rolling up your sleeves and doing a bit of hard work
- You are happy to follow systems and procedures to ensure consistency in your work
- You love efficiency and have the initiative to get things done when you see they are needed
- You are keen to engage in more training as needed, and like our philosophy that as therapists we engage in life long learning to better ourselves and help our clients.
- You are good at data entry, writing emails, formatting word documents and working with excel spreadsheets.
- You have an attitude that tells us no task is too difficult for you to deal with and you are happy to help out in a multitude of areas to help grow our business.
- You are thorough and avoid cutting corners, and are always ready to admin when you need help or further direction.
- You value yourself as a person. You are humble and kind and honesty is important to you.





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The position is not great for you if:

- You can't get through a work day without feeling the need to check your social media followers
- You feel like the glass is always half empty
- You are not open to personal growth or a bit of a challenge
- You are needing a 'stepping stone' job till your other dream job comes up
- You just want 'a job' – anyone will do!
- You want to work with a big team

We are looking for someone to mentor and train who also wants to grow. We promise a workplace that will challenge and stretch you as well as care and support you. We are a determined and driven team but we also know how to have fun.

Ideally we are looking for someone who is available full time.

Perks of the job include:

- Great training when you start, and also ongoing learning opportunities
- The opportunity to be part of something special – helping people who are recovering from illness and helping our team and business to grow
- Being part of a friendly supportive workplace
- Being part of a workplace awarded this year as 'Employer of Choice' in Tasmania in 2019
- Above award salary

We are looking for someone who would be available to start in as soon as possible.

If you think you might be the person we are looking for, please email Lace at lace@healthnest.com.au with:

1. Your resume
2. A letter indicating why you would like this job and why you think you are suited to it
3. Your results from taking this personality test. Head to this website (www.16personalities.com) and follow the prompts to complete the test. Just answer honestly – there are no right or wrong answers

Applications are due in by Friday 18 September 2020 at 3pm

Have a question? Please feel free to contact us. You may call or email us for a chat. Please direct your enquiry to Lace on 03 6338 1880 or via email lace@healthnest.com.au