



CLIENT:

Medland Orthodontics

PROJECT:

Seek Job Advertisement

SENIOR RECEPTIONIST

Medland Orthodontics is a market leader in orthodontics and a household name on the Gold Coast. We are renowned not only for the quality of our work, but also for our genuine passion for clients and making sure they receive a five-star customer experience. From an employee's perspective, our name is synonymous with a professional yet fun workplace culture, supported by a management team who are committed to helping people achieve their career objectives.

Due to the resignation of a much-loved team member, we are looking for an experienced, loyal and charismatic Senior Receptionist to join our ever-growing business.

To be considered for this fast-paced full-time role, it is essential that you:

- Have a background working with a very reputable, high-end brand (does not have to be in the medical industry). Dental or orthodontic experience would be preferable, but it is not mandatory. Working for a high caliber business with an exceptionally high level of customer service is more important.
- Have a minimum of 3 years of experience in a similar role.
- Are genuinely seeking a long-term career and not just a 'stop-gap' position.
- Are well versed in all areas of administration.
- Have experience mentoring other receptionists and 'leading by example', ensuring that the reception team go above and beyond to deliver five-star customer service.
- Are proactive and thrive in a very busy environment.
- Are immaculately presented at all times.
- Must be flexible with your availability and be able to work extended hours when required.

The successful applicant will receive a competitive hourly rate, training and the opportunity for career progression into other areas of our dynamic business.

If this sounds like you, please apply today as we would love to hear from you.

** Please note that only shortlisted candidates will be contacted. Thank you.*