



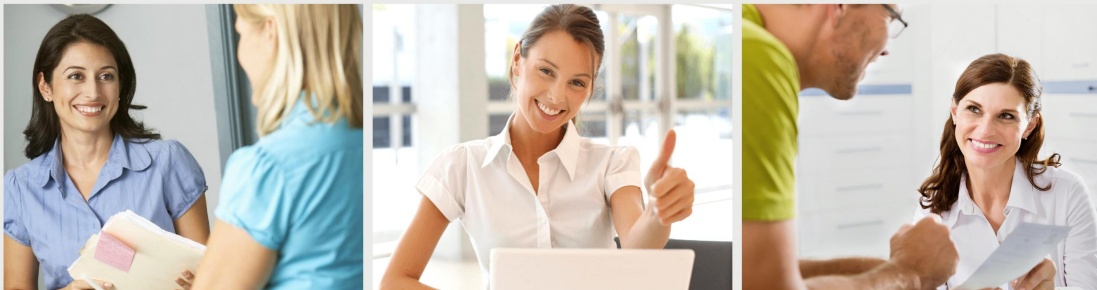
SINCE 1996

# Provolution Health

NATURAL WELLNESS CLINIC

ARE YOU LOOKING FOR THE BEST JOB EVER!?  
YOU HAVE FOUND IT!

## RECEPTIONIST AND CHIROPRACTIC ASSISTANT POSITION AVAILABLE IN A NURTURING AND PROGRESSIVE CHIROPRACTIC CLINIC



### A UNIQUE POSITION WITH ENDLESS OPPORTUNITIES FOR PERSONAL AND PROFESSIONAL GROWTH

We are looking for an energetic, charismatic, warm and caring person to be a part of our incredible concierge team assisting our amazing clients to progress through their health journey.

This is a unique and special position that requires a superstar with multiple skills and abilities. The most important of which is a beautiful smile, a genuine heart and a desire to assist people in making positive and profound changes in their health and quality of life.

While the role does involve answering the phone, making appointments, taking payments and using the various software to manage the flow of clients in addition to using the Office suite of products to support in administering care, the emphasis of this role is assisting clients in their journey and helping them to feel cared for, supported and encouraged in the direction of the outcomes of their healthcare programs.

To achieve this, you will need to be an incredibly lively person, socially outgoing, energetic, while simultaneously being able to multitask, managing the client interaction with the administrative and reception processes. You will also have great skills in anticipating people's needs, demonstrating initiative and being innovative.

It is imperative that you have a genuine interest in health, and be willing to assist people in their health goals and have a focus upon health in your own life, so that you can be a role model for our clients and support them on their journey. If you love learning about health, taking care of your own health and assisting and supporting others to make more positive health choices, this job may be for you.

This role is designed for a ninja. You are a receptionist, an admin assistant, a project manager, a marketer, customer service, occasional baby minder and plus more, all rolled into one amazing package. The upside to this is that you will never stop learning and growing in this role.

Additionally, part of your role will be to help new and existing clients understand their care. You will need to have excellent communication skills so that the clients can really grasp what we are offering and make positive decisions for their health. As such, having sales skills in addition to excellent communication skills will be an asset.

The team is an exciting and energetic team, committed to the health and life of our clients. We are a wellness practice and give amazing support to our team, and are looking to grow our business and make powerful changes in the health and lives of our community—and we're looking for you: an outstanding, extraordinary and amazing person to be part of our team.

The practice culture is what we call E<sup>2</sup>P<sup>2</sup> — efficiency effectiveness, productivity, and performance. So, yes – we do expect a lot, however our vision and mission are the reason why we operate this way. We hold our vision and mission at the highest regard. As you are introduced to them you will be expected to carry yourself to meet both the mission and vision in every aspect of your professional self.

At Provolution Health we care deeply for our clients, community, and staff, placing a huge emphasis on support and development. Though this position is demanding you will be encouraged and validated throughout each process, leaving at the end of the day feeling incredible, knowing you have made a difference.

If you feel you fit the criteria of our amazing organisation please send us your CV with a personalised cover letter and current references to [brooke@provolutionhealth.com.au](mailto:brooke@provolutionhealth.com.au). Please indicate why you think you are the unique, special and high energy person we are looking for and what it would mean to you to be part of a team that truly cares for you, wants to support you in becoming the best you're capable of being and provide a stimulating, enjoyable and meaningful career.

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

