

Receptionist / Typist

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Company: Government of Western Australia

Location: Denmark

Category: office-and-administrative-support

Position Profile:

WA Country Great Southern are looking to appoint a Receptionist / Typist

This role provide a customer focused Reception service and comprehensive patient administration service to the patients, visitors and staff at Denmark Health Service.

Area Profile: The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometre area. The organisation comprises seven regions, with a strong network of public hospitals, health services and health centres located across rural and remote Western Australia. Our core business is the provision of quality, accessible health services to country WA residents and visitors.

Employee Benefits: In addition to the great salary our employees enjoy an amazing range of benefits which may include (in line with operational requirements):

11% employer contributed superannuation into a fund of your choice.

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