

**Position Title:** Receptionist / Administrative Assistant

**Employment Status:** Part-Time (3 days a week, 6 hours a day)

**Location:** Nedlands, Western Australia

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The Australian Alzheimer's Research Foundation is a growing non-profit organisation based in Perth, Western Australia that undertakes Alzheimer's disease research. The Foundation conducts pharmaceutical clinical trials into new drug therapies in development. This role offers the opportunity for a Receptionist / Administrative Assistant to help consolidate and expand our team. The role offers flexible working arrangements, salary packaging and the potential for career development.

#### **Position Description**

The Receptionist / Administrative Assistant will provide reception and administrative support to the Foundation's Clinical Trials Division. The position is 3 days a week, 6 hours a day. Days of work include a requirement for Thursday, plus an additional 2 days with flexibility for Monday to Wednesday.

Your duties will include:

- Answer the telephone, respond to enquires as able and/or direct telephone enquiries to the appropriate person
- Maintain the appointment calendar and book appointments, liaising with staff to ensure appointments are booked within the appropriate timeframe
- Billing patients for appointments when required, preparation of invoices and receipts
- Maintain supplies of stationery and order supplies as required
- Manage the private patient clinic for the Consultant
- Greet patients, carers and other visitors upon arrival. Ensure visitors are comfortable in the waiting room and that the appropriate staff member is informed of their arrival
- Assist the team with duties related to the clinical research projects such as filing and creation of documents
- Maintain confidentiality of participant records in accordance to the Privacy Act 1998

The successful candidate will have excellent communication, organisational and time management skills, attention to detail, as well as the ability to prioritise effectively. They will be able to work effectively in a team-based environment.

#### **Essential Criteria**

- Previous reception experience within a similar role with use of HICAPS
- A bright and welcoming persona with a "can do" attitude
- Professional presentation and have a clear and pleasant phone manner
- Excellent time management and organisational skills
- Proven interpersonal skills and the ability to relate to clients (e.g. patients and clinicians) from a diverse range of backgrounds
- Outstanding attention to detail
- Excellent computing skills with intermediate experience with Microsoft Office

#### **Desirable Criteria or willingness to learn**

- Interest and experience in Alzheimer's disease
- Experience within a clinical trial research facility
- Up to date Basic Life Support Certificate

Please include a covering letter addressing the selection criteria together with your resume.

Further information is available by telephoning Caren Wilson on 6457 0253 or visiting the Australian Alzheimer's Research Foundation's website [www.alzheimers.com.au](http://www.alzheimers.com.au)

**Confidential applications should be emailed to [admin@alzheimers.com.au](mailto:admin@alzheimers.com.au) by 31 December 2021**