



6 December 2006

**Clinic Co-ordinator**

Are you ready for a challenging role?

Irena Morgenstern Skin Management is highly awarded skin management clinic. The company specialises in a range of para medical treatments. We are experiencing continued growth and now require a Clinic Co-ordinator to assist the General Manager in the day to day operations of the clinic.

The successful candidate must have previous customer care and/or retail experience, preferably in a clinical environment, to qualify for this role. You must genuinely care for our customers, and the ability to support the technical staff of the clinic is a necessity. You must be able to think on your feet, be organised, and be driven by achieving results. Your enthusiasm for this role and the clinic is a must!

Reporting to the General Manager, the role entails:

- Customer Care (including handling telephone and walk in enquiries)
- Use of Microsoft Office products
- Managing clinic appointments and the client database
- Processing retail/service transactions
- Maintaining stock inventory
- Monitoring Clinic standards
- Impeccable presentation

If you feel you fulfill the requirements and would be challenged by the role, please forward your application to:

Recruitment Manager

Email: [imsm@bigpond.net.au](mailto:imsm@bigpond.net.au)

Contact Ph: 07 3229 5484