



# Administration Assistant – Allied Health

**Hybrid Role | Banora Point Office | Subcontractor | Flexible Hours**

We are a growing virtual administration company providing high-quality remote support to allied health professionals and a variety of other clients. Our focus is on delivering efficient, reliable, and client-focused administrative services so our clients can focus on providing exceptional services.

## About the Role

We are seeking a proactive and detail-oriented Administration Assistant to support our allied health clients. This is a hybrid position, working partly from home and partly from our Banora Point office. You will play a key role in ensuring smooth day-to-day administrative operations across multiple practitioners and clinics.

## Key Responsibilities

- Managing appointment scheduling and clinician calendars
- Processing referrals and maintaining accurate client records
- Handling phone calls and email enquiries in a professional and compassionate manner
- Managing invoicing, payments, Medicare and private health claims
- Supporting clinicians with administrative workflows and documentation
- Ensuring confidentiality and compliance with privacy standards
- Liaising with clients, families and external providers
- General office administration tasks as required

## About You

- Previous experience in medical, clinical or allied health administration (highly desirable)
- Experience using Cliniko practice management software (strongly preferred)
- Strong organisational and time management skills
- Excellent communication skills (written and verbal)
- High attention to detail and ability to multitask
- Tech-confident and able to work independently when remote
- Professional, reliable and client-focused

## What We Offer

- Flexible hybrid arrangement (work from home + Banora Point office)
- Supportive and collaborative team culture
- Opportunity to work with a variety of allied health providers
- Ongoing training and development
- Competitive remuneration based on experience
- Performance and tenure-based rate reviews

If you're an organised administrator who enjoys supporting health professionals and thrives in a flexible work environment, we would love to hear from you.

Position will close when filled.

To apply, please send your resume and cover letter to [enquiries@virtuales.com.au](mailto:enquiries@virtuales.com.au)