

# JOB ROLE

# MEDICAL RECEPTIONIST

## LEVEL OF GROWTH FOR JOB ROLE



- Projected change of +2.09%
- From 190,051 in 2025 to 194,020 in 2030

## AVERAGE SALARY FOR OCCUPATION



**Entry level**  
(1-3 years' experience)



**Senior**  
(8+ years' experience)

## WHAT DO EMPLOYERS WANT?



### SPECIALISED SKILLS

- Billing
- Confidentiality
- Setting Appointments
- Medical Practice Management Software
- Professionalism

### EMPLOYABILITY SKILLS

- Communication
- Customer Service
- Detail Oriented
- Multitasking
- Administrative Functions

### DIGITAL SKILLS

- Medical Practise Management Software
- Microsoft 365 Applications
- Patient Administration Systems

## EMPLOYMENT PROSPECTS



### TOP SOUTH AUSTRALIAN INDUSTRIES WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- General Practice Medical Services
- Dental Services
- Hospitals
- Pathology and Diagnostic Imaging Services

### TOP SOUTH AUSTRALIAN EMPLOYERS WHO ADVERTISED FOR THIS JOB ROLE IN THE PREVIOUS 12 MONTHS:

- Benson-Radiology
- Pro-Health care
- Jones radiology
- Bupa
- Better Medical





## QUALIFICATION PATHWAYS

**Looking to progress your career?** TAFE SA can help you further your study with these courses (\*fees may apply)

- Certificate III in Health Administration (HLT37315)

Or undertake a range of short courses to supplement your existing knowledge or continue upskilling.

Further information available on the TAFE SA website.



## NETWORKING WITH INDUSTRY

Networking with industry provides you with opportunities to gain employment, advance your career and stay current with industry changes.

Conferences and workshops are an excellent way to introduce yourself to key industry contacts.

Follow these organisations on social media:

- Australian Association of Practice Management
- For the Love of Healthcare (HotDoc)

Consider these opportunities to find employment:

- Send your resume to relevant businesses in your local area
- Look for employment opportunities advertised on
  - the TAFE SA Jobs Board
  - online employment websites like Seek
  - the job board on your local Regional Development Australia (RDA) website



## CAREER SUPPORT

**Not sure where to start?** TAFE SA's Student Services can provide you with a range of career planning support including:

- career planning
- write a winning resume
- how to respond to selection criteria
- cover letters that stand out
- preparing for job interviews

**To find out more, or to book an appointment, visit TAFE SA's Career Support Page: Career Support ([tafesa.edu.au](https://tafesa.edu.au))**

### Data sources:

Industry and job role data sourced 2026 from Lightcast™.(2022). "Labor Insight™ Real-Time Labor Market Information Tool." Retrieved from <https://labourinsight.lightcast.io/anz>.

Level of Growth for Job Role data sourced 2026 from Employment Projections, Jobs and Skills Australia © Commonwealth of Australia. Jobs and Skills Australia monitors the quality of information available on this website and updates this regularly however Jobs and Skills Australia does not make any representation or warranty about the accuracy, reliability, currency, or completeness of any material contained on this website or on any linked site.

Salaries are based on the Median Australian Salary from "<https://www.salaryexpert.com>" Salary Expert. Experienced salary levels may require additional study. Salaries may vary in your location. Information is accurate as of March 2026 and is to be used as a guide only.

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