

JOB ROLE

MEDICAL RECEPTIONIST

LEVEL OF GROWTH FOR JOB ROLE



- > Projected change of +3.0%
- > From 187,000 in 2023 to 192,600 in 2028

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- > Administrative Support
- > Customer Service
- > Appointment Settling
- > Scheduling
- > Patient Care

EMPLOYABILITY SKILLS

- > Communication Skills
- > Detail-Orientated
- > Organisational Skills
- > Multi-Tasking
- > Planning

DIGITAL SKILLS

- > Microsoft Office
- > Medical Software
- > Microsoft Excel
- > Word Processing
- > Microsoft Word

EMPLOYMENT PROSPECTS



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

- > Hospitals (except Psychiatric Hospitals)
- > General Practice Medical Services
- > Pathology and Diagnostic Imaging Services
- > State Government Administration
- > Dental Services

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

- > Government of South Australia
- > MConsulting Solutions
- > Jones Radiology
- > GenesisCare
- > For Health

LOOK FOR JOBS BEING ADVERTISED USING THESE JOB TITLES:

- > Medical Receptionist
- > Dental Receptionist
- > Medical Secretary



YOU MIGHT CONSIDER UNDERTAKING STUDY TO TRANSITION INTO THESE RELATED JOB ROLES:

- > Personal Assistant
- > Secretary (General)
- > General Clerk
- > Company Secretary

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)
- > Certificate IV in Business (BSB40120)
- > Certificate IV in Business (Records and Information Management) (BSB40120)
- > Diploma of Business (BSB50120)

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

Further information available on the TAFE SA website.

JOB HOLDER COMMENTS

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“No matter where you come from or how old you are, having the opportunity to study in such an amazing, friendly, outgoing and diverse environment is an incredible opportunity. Knowing that you’re supported not just by your lecturer but by the friendships you form with your classmates, gives you the drive to come to class, to not only learn but to enjoy an amazing fun time with everyone.”

Mae de Groot
Certificate III in Health Administration (HLT37315)



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:

- > Central Adelaide Local Health Network (CALHN)
- > Southern Adelaide Local Health Network (SALHN)
- > Northern Adelaide Local Health Network (NALHN)

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)

Data sources:

Industry and job role data sourced 2024 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 2024 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.

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