

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

- > Medical Billing
- > Infection Control
- > Communicating with Patients
- > Medical Privacy
- > Telehealth

EMPLOYABILITY SKILLS

- > Customer Service
- > Detail Orientated
- > Effective Communication
- > Multitasking
- > Time Management

DIGITAL SKILLS

- > Microsoft 365 Applications
- > Practise Management Software
- > MYOB

EMPLOYMENT PROSPECTS



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

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

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

- > State of South Australia
- > Icon & Co. Group
- > Mconsulting Solutions
- > BUPA
- > GenesisCare





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)

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

“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.

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>.

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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 January 2024 and is to be used as a guide only.

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