

JOB ROLE

MEDICAL RECEPTIONIST

LEVEL OF GROWTH FOR JOB ROLE



- Projected change of 0.93%
- From 189,511 in 2024 to 191,281 in 2029

AVERAGE SALARY FOR OCCUPATION



Entry level
(1-3 years' experience)



Senior
(8+ years' experience)

WHAT DO EMPLOYERS WANT?



SPECIALISED SKILLS

- Administration
- Communicating with Patients
- Medical Terminology
- Invoicing

EMPLOYABILITY SKILLS

- Customer Service
- Effective Communication
- Detail Orientated
- Time Management
- Strong work ethic

DIGITAL SKILLS

- Medical Software
- Patient Administration Systems
- Practice Management Software
- Microsoft Office 365

EMPLOYMENT PROSPECTS



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

- General Practice Medical Services
- Dental Services
- Hospitals (except Psychiatric Hospitals)
- Pathology and Diagnostic Imaging Services

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

- Genesiscare
- Accor Group
- Benson Radiology
- Walsh Dental
- Mawson Lakes Healthcare





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)

Data sources:

Industry and job role data sourced 2025 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 March 2025 and is to be used as a guide only.

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