

Medical Receptionist

Part-time medical receptionist needed weekdays from 10.00am to 2.00pm. Duties include answering phone calls and making appointments. Applicants need to have good English. \$20 p/h. VIC driving license is preferred but not essential.

Please send your resume to

Dr J Tan

Forest Hill Clinic

3 Robb Rd.

Sunshine 3020

Read the text and answer the questions.

Q1. What is this text? (Circle the correct one)

- a) A Centrelink letter
- b) An absence note
- c) A job advertisement

Fill in the table below with the information from the text.

What is the job?	
What are the duties?	
What type of job is it? (full time, part time, casual, contract)	
Where is the job?	
What is the hourly rate?	
How many days do you need to work?	
What skills do you need to have?	
Do you need any license for this job? (driver's license, forklift license...etc.)	