



## **Job Advertisement: Bayside Colonics FT Receptionist**

A rare and unique role in a dynamic, fun filled natural health clinic specialising in gut health.

This opportunity is for the mature receptionist, able to manage all personality types, adapt to change quickly and think on their feet.

You must be a proactive person, willing to step up and take initiative, owning the bookings space for our clinic. We take a proactive approach to advertising spaces filled, creating fun and educational social media for our active following.

You must be:

- A go getter
- Willing to be part of a team
- Happy to assist on whatever projects needed
- Great communicator
- Willing to speak and film videos for our Instagram account (full training provided)
- Genuinely enjoy being social and interacting with clients
- Natural health inclined
- Honest and always act with integrity
- Reliable.

This role will be stepping into an already well established and highly functioning reception team reporting directly to the Clinic Manager.

You will be expected to travel between our two clinics from time to time (Wynnum and Morningside) however, your usual hours will be based at one of these.

### **General Daily Duties:**

- Responding to all customer emails
- Responding to all social media messages and comments
- Responding to all customer inquiries – phone, text, other.
- Ensuring general tidiness of the reception area, sauna and waiting room
- Assisting with any requests from our therapist team
- Folding towels and ensuring laundry is up to date
- Being the welcoming and bright face of our clinic reception
- Creating fun, engaging, educational and inspirational Instagram content daily for our following and clients (this is a huge part of our brand. Full training provided)
- Liase with clinic manager for any projects or tasks required
- Creation of monthly newsletters
- Chat and connect to our beautiful clients creating meaningful relationships
- Ensure financial targets are met by selling session packs, products, etc. (full training provided)



- Assist with our social media growth by posting reels, feed content.
- Ensure ALL bookings are filled and advertised to maximise our time and therapist hours.

**Prior Knowledge:**

Although previous knowledge in gut health or natural health would be advantageous, it is not required. However, an interest and willingness to learn is absolutely essential. You must also be open to having colonics (our specialty) in order to understand the process and in depth explain the process to new clients.

**Hours:**

This role can be either Monday-Friday 8:00-4:30 or Tuesday-Saturday 8:00-4:30.

**Salary:**

Salary to match experience. Please enquire directly.

**Added Benefits:**

Free use of our far infrared Sauna  
Discounted colonics or free content colonics (must be willing to be in our social media videos – these are usually on shift during cancellations)  
Option to become trained as a Colon Hydrotherapist down the track if it interests  
Staff pricing on all supplements and products sold in store  
Wholesale pricing of Happy Bum Co products  
An incredible supportive and nurturing team  
Fun and nourishing staff bonding days – breathwork, ice baths, yoga, dinners!  
An opportunity to work in an incredible business that is always growing and evolving, making an impact in so many peoples lives.  
The ability to grow in your role as we do!

**Working arrangements:**

In clinic only, no work from home available.

**If this sounds like you....** Then we would LOVE to hear from you!! Please send your current resume and a covering letter for why you are the perfect fit for this role to [info@baysidecolonics.com.au](mailto:info@baysidecolonics.com.au).

We will only contact shortlisted applicants. Please provide relevant references and anything else that might be advantageous.

Thank you so much for your time,  
-BC Management.