**Virtual Support Job Advertisement**

*A blurb about your company goes here*

**To be successful in this role you will be able to:**

* Work independently and from home
* Pay attention to details
* Have a pleasant phone manner
* Have awareness of and the ability to maintain client confidentiality
* Work as a part of a remote team
* Follow process, procedures and meet deadlines

**In this role you will be required to:**

* Answer client enquiries and bookings
* Manage multiple schedules and diaries
* Process payments and receipts
* Liaise with other health professionals
* Assist with administrative tasks

This role can be completed by one or multiple applicants and will require you to work Monday to Friday, shifts 9am-12 and/or 2pm-5pm.