



About Wesley Health Training

Wesley has been the market leader in Medical Administration Training in Australia for over 16 years. In fact we pioneered the entry level course in Australia working closely with industry to reflect contemporary training needs for the market!

About Wesley Recruitment

Wesley Recruitment is a leading National Health Specialist Recruitment Agency with expertise in Medical and Dental administration recruitment for both permanent and temporary staff. We provide you with a high quality service without the high cost fees!

Wesley Recruit:

- Medical Receptionist
- Medical Secretary
- Medical Accounts
- Medical Typist
- Practice Manager
- Dental Receptionist
- Dental Assistant

Why Wesley?

Hiring the right person is so important to the smooth running of your business. Wesley takes the stress out of recruiting new staff, allowing you to get on with what you do best – your business! While we do what we do best – match the perfect candidate for your practice.

Wesley has four recruitment options which give you, the employer, the absolute choice in the recruitment process. Wesley's placement fee is very cost effective for your clinic (often less than an employment add!) and we will beat any written competitors quote by 10% for permanent

Why Hire Wesley Graduates?

Wesley Health Management have trained over 50,000 students in medical reception and dental assisting over 15 years across 17 locations Australia wide.

Employing our graduates has many benefits:

- Our graduates are immediately skilled and job ready for a career in health.
- Our course material is developed in conjunction with the industry to reflect the latest in medical administrative requirements.
- Our graduates are trained by highly skilled medical professionals.
- Often our graduates come with great life experience and transferable work skills.
- You will have the choice of interviewing several of our best graduates at your convenience.

Bronze Package \$425 + GST

You will be provided with a shortlist of 3-4 of our stand out graduates who have been matched to your brief. It is then up to your discretion as to whether you interview them. Fees are payable only after a successful placement. No guarantee provided

Silver Package \$1,800 + GST

All Candidates presented will be telephone screened, interviewed and skill assessed. We will also coordinate interviews between the client and candidate; provide interview feedback conduct reference checks and personality testing. No guarantee provided

Gold Package \$2,600 + GST

All candidates presented will be telephone screened, interviewed and skill assessed. We will also coordinate interviews between the client and the candidate, provide interview feedback, conduct reference checks and conduct personality testing. 30 day placement guarantee*

Platinum Package 10% of the Salary

All candidates presented will be telephone screened, interviewed and skill assessed. We will also coordinate interviews between the client and the candidate, provide interview feedback, conduct reference checks and conduct personality testing. 90 day placement guarantee*

Doctor/Practice Details

Practice Name:

Doctors Name:

Address:

Suburb: State:

Phone: Post Code:

Email:

Job Description

Position Description: (Salary, Title, Responsibilities)

Employment Type:
 Full Time Part Time Temporary Evening Weekend

Own Transport Required:

Employment Date:

Environment: (i.e. General Practice, Specialist, Hospital, etc.)

Skills Required:

Basic Job Requirements:

I/we agree that all contact with prospective employees made through Wesley Health Management, and any student candidate supplied by Wesley Health Management being successfully employed \$425 (plus GST) per employee is payable to Wesley Health Management. All other recruitment services as priced on HR description.

Date: / / Signature:



Training Locations Nation Wide



One of our consultants will contact you to obtain a full job description!



Brisbane, Sydney, Melbourne, Adelaide, Perth

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