

Omeo Community Health Centre Receptionist

Part-time, Ongoing

Omeo Community Health Centre is seeking a friendly, organised, and professional Receptionist to join our team part-time.

This front-facing role is responsible for welcoming clients, managing appointments, handling enquiries and providing administrative support to ensure the smooth operation of our Health Centre.

The successful applicant will have excellent communication skills, strong computer literacy and the ability to work effectively in a busy environment while maintaining confidentiality.

If you enjoy helping people and being part of a supportive community-focused team, we would love to hear from you.

Why Join Our Team

Omeo District Health is a publicly funded, small rural health service located in East Gippsland's high country. This spectacular Alpine region of Victoria is a lifestyle destination with Dinner Plain, Mt Hotham and Falls Creek Alpine snow resorts a short drive away. A great place to enjoy many outdoor pursuits.

Omeo District Health (ODH) provides attractive conditions including generous salary packaging.

Should you wish to discuss the role further please contact:

Kylie Vanderbyl, Community Health Centre Manager on 5159 0140 or via email to:

kylie.vanderbyl@omeohs.com.au

To apply, please submit a cover letter and resume to:

recruitment@omeohs.com.au

Applications close 5pm on Friday 30th September 2026

Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a disability.