

Gestalt Healthcare Pty Ltd

05/04/2023

STATEMENT OF SERVICE

Isidora Doric has been employed part-time (20 hours per week) by Gestalt Healthcare Pty Ltd as an Junior Marketing and Administration Assistant from February 2023 to the present time.

Isidora's duties include:

- telephone and reception
- responding to emails
- organising of meetings
- scheduling appointments
- administration paperwork related to clinical practice
- assist in preparation of regularly scheduled reports
- handling travel arrangements
- managing various projects
- compiling and distributing information such as website and social media analytics.
- monitoring social media accounts, creating content and responding to messages
- contributing ideas to marketing campaigns

Yours sincerely,


Dr Jelena Zeleskov Doric
-Director-

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