

Company Overview	
Company	Amtan Medical
Email	tanya@amtanmedical.com.au
Address	Main Office: Hope Island Marketplace, 99-103 Broadwater Avenue, Hope Island.
Website	www.amtanmedical.com.au https://www.aibc.org.au/
Industry	Health
Year Established	2010
Description	Amtan Medical began in 2010 as a little practice in Main Beach. In April 2011, husband and wife team, and owners, Dr Ameer Hamza and Dr Tanya Unni, opened the first of their family friendly medical centres in Norfolk Village Shopping Centre at Ormeau. Practices in Reedy Creek, Pimpama and Pacific Pines followed. In June 2018, Dr Ameer and Dr Tanya launched their new brand AMTAN MEDICAL with the first of the new-look practices at Oxenford Village Shopping Centre. A second practice at Pimpama, and then Hope Island quickly followed. Ormeau Village is the latest addition to the Amtan Medical Group.
Company Values	<p>The company logo incorporates two elements that tie together the ideology behind Amtan. The first element being a human body representing life. The placement of the figure is in the middle of the leaves and creates the illusion that it's holding the tree together. Reinforcing growth, development and community well-being, the Tree of Life was utilised to symbolise good health, fresh starts, positive energy and also how a tree continues to grow and gain strength on a daily basis.</p> <p>Company values are currently being formalised, but core values are respect and care for community.</p>

Position Description			
Position Title	Business Improvement Intern		
Purpose, related to strategies/goals of company	Assist business owners with identification and implementation of business improvement strategies, focussing on process efficiency and automation.		
Key Duties – to be finalised according to the intern's skills, interests & career goals	<ul style="list-style-type: none"> - Undertake projects, in consultation/collaboration with management, to identify opportunities for increased business efficiency, develop strategies for improvement and implement them. - Areas of focus include workflows, process improvement/automation, and software/technology improvements. - Report to management with analysis results, costings, time taken for tasks, risks and recommendations. - Once an opportunity for improvement is agreed upon, plan and undertake testing of new ideas and innovations, with a pilot project or agreed trials then reporting on results. - These projects will be developed collaboratively between the intern and the business owners, to meet university assessment requirements and business needs. - Assist in other tasks as required. 		
Key Skills & Attributes	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Essential: - Genuine interest/passion for organisational efficiency and digital transformation </td> <td style="width: 50%; vertical-align: top;"> Desirable: </td> </tr> </table>	Essential: - Genuine interest/passion for organisational efficiency and digital transformation	Desirable:
Essential: - Genuine interest/passion for organisational efficiency and digital transformation	Desirable:		

	<ul style="list-style-type: none"> - Knowledge of theory, tools and best practice for organisational design, efficiency, process automation and business improvement - Ability to analyse workflows & join the dots between different business processes in a SME environment across multiple sites; systems thinking - Willingness to engage in collaborative, 2-way conversations based on shared learning, and practical application of knowledge to find innovative solutions and implement them - Realistic & open-minded, understanding that there is more than one way to approach problems and find solutions - Enthusiastic & positive approach to work - Excellent written and spoken English - Project management skills - Flexibility to juggle multiple tasks and projects - Can-do attitude - Ability to self-manage & work with minimal supervision 	<ul style="list-style-type: none"> - Coding to produce simple automation programs - Experience in business process and automation (including part-time work in process-driven business such as McDonalds, and automation/coding projects undertaken at school or university)
Software / Program Knowledge	MS Office & custom & industry-specific software. Training is available for custom/specialist programs.	
Company Supervisor & Reporting Relationship	Reporting to Dr Tanya Unni	
Remuneration (if any)	Unpaid internship	
Hours	One day per week, or equivalent hours, with regular work times to be determined by mutual agreement upon commencement of role. Open to Summer Internships (either 1 day per week or intensive) and/or during university semester.	
Additional Information	<ul style="list-style-type: none"> - The successful candidate will be required to sign a confidentiality agreement prior to commencement - The internship is unpaid, but may lead to paid casual, part-time or full-time work. - Amtan is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees. 	