

ACUMED

M E D I C A L G R O U P

AcuMed Medical Pte Ltd

At one of Singapore's leading healthcare providers, your satisfaction goes beyond healing patients. At AcuMed, you will learn, grow and be empowered to make personal difference in advancing healthcare. We offer real challenges and career opportunities to those whose aspirations, talent and energy match ours.

HEALTHCARE / CLINIC ASSISTANT

Across Singapore

Responsibilities:

- Provide administrative support in all aspects of operations and patient care, including reception, registration, appointments and enquiries.
- Assisting doctors, dispensing, cashier duty, financial reconciliation of daily operations and provision of administrative support.

Requirements:

- Should have a minimum GCE N, O levels or ITE certificate.
- Min 1 year relevant experience in Healthcare/Medical Industry.
- Prior experience in medicine dispensing preferred.
- PC / computer literacy and ability to work efficiently are pre-requisites.
- Proficiency in English and knowledge of other dialects an asset.
- Pleasant personality and good interpersonal skills.
- Service oriented and a good team player.
- Hardworking and willing to learn.
- Able to commit retail working hours including night clinics, weekend / Public Holidays (NO overnight shift).
- Willing to travel between clinics.

Interested candidate are invited to email their detailed resume to: hr@acumed.com.sg

We regret to inform that only shortlisted candidates will be notified.