

ACUMED

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

ACUMED HOLDINGS PTE LTD

AcuMed has been providing healthcare for over 40 years and is one of Singapore's most established private outpatient medical services providers. We offer a wide range of healthcare services to both private patients and corporate clients, including GP services, health screenings and medical examinations, diagnostic services etc.

If you are ambitious and love to grow in the job that you do, then please drop us an email. We are looking for people who can be groomed and are willing to take up the challenge to fill the following post:-

Marketing cum Admin Assistant

Responsibilities:-

- Attend to sales enquiries, generate quotations;
- Promote and market our range of services to both private patients and corporate clients;
- Provide customer service and handle clients' feedback;
- Provide support in planning and executing marketing plans and initiatives;
- Prepare reports for clients and management;
- Sales data analysis and tracking;
- Assist in any other matters as and when required.

Requirements:-

- Responsible, dedicated and hardworking, possess initiative and meticulous in work;
- At least 1 year work experience in a related field is required;
- Attention to detail, and ability to multi task is essential;
- Highly adaptable and motivated with a passion for healthcare;
- Good interpersonal skills, initiative and the ability to work independently and as part of a team;
- Strong organizational, planning and time management skills;
- Applicants must be willing to work in Jurong East.

Interested candidates kindly apply online or email detailed resume together with expected salary and availability to hr@acumed.com.sg

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