

We're Hiring!

Shape Your Future, Join Our Team.



ADK Hospital

caring about you. when you need it most!

Customer Relation Assistant/Officer

- Diploma in a related field
- Certification course in Customer Relations, with experience in a hospital setting would be an added advantage
- Ensuring the smooth operations of the hospital floor and maintain positive interactions with patients and families
- Act as a point of contact for patients and their families, providing assistance, information, and support as needed
- Providing clear and accurate information about the various services offered within the hospital
- Direct patients and their families to the specific services or locations they need, whether it's the reception, waiting area, patient rooms, diagnostic facilities, or other services within the hospital
- Address any issues or emergencies that arise on the floor promptly and effectively.

Accounts Assistant/Officer

- Degree in Accounting, Finance or related field from a recognized University.
- Proficiency in Dynamics 365 BC System & MS Office
- Minimum 2 Years of experience in the accounting field (Audit or Commercial sector experience)
- Strong communication and analytical skills
- Ability to work individually or in a team setting
- Excellent interpersonal and time management skills to meet sensitive deadlines
- Ability to give attention to detail and to manage multiple tasks at the same time

Wages & Remuneration

- Depending on qualification and experience
- Overtime
- Medical benefits according to Hospital Policy

Interested candidates must forward their:

CV

Certificates

NID

330-0292/330-0307



jobs@adkhospital.com

