

COMMITMENT TO
CARING
AND
CURING

COORDINATOR – SURGICAL HUB

Are you an organized and proactive professional with a passion for providing exceptional administrative support in the healthcare field? Lanka Hospitals is looking for a dedicated Coordinator to Medical Consultant to ensure the smooth functioning of medical operations and provide critical support to our Medical Consultant.

Key Responsibilities:

- Coordinate and manage the daily schedule, appointments, and meetings of the Medical Consultant.
- Serve as the primary point of contact between the Medical Consultant and internal/external stakeholders.
- Prepare and organize patient records, reports, and correspondence for consultations.
- Handle communication, including calls and emails, professionally and efficiently.
- Manage travel arrangements and logistical support for the Medical Consultant.
- Maintain confidentiality and ensure the highest standard of patient and client care.
- Assist in tracking and managing medical documentation and compliance with regulations.

Required Skills and Qualifications:

- Diploma or professional qualification in healthcare administration or business administration or any related.
- Previous experience in a similar administrative or coordination role, preferably in a healthcare setting.
- Familiarity with medical terminology and healthcare processes is an advantage.
- Strong organizational and multitasking skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and scheduling tools.
- A proactive and detail-oriented approach to problem-solving.
- Ability to maintain professionalism and confidentiality at all times.

Why Join Us?

- Competitive salary and benefits package.
- A dynamic and supportive work environment.
- Opportunities for professional growth and development.
- The chance to make a meaningful impact in the healthcare sector.

If you're ready to contribute to a thriving healthcare environment, please send your CV and cover letter to careers@lankahospitals.com by 7th February 2025.



**LANKA
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Organization Accredited
by Joint Commission International

Group Chief Human Resources Officer

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