



UNLOCK ENDLESS CAREER POSSIBILITIES AT THE MOST LOVED HOSPITAL

When you give love, you get love. This is the ethos that has propelled Hemas Hospitals to be ranked Sri Lanka's Most Loved Hospital according to LMD Brand Finance Research. It is this same care and commitment that we extend towards our employees by enabling empowerment and employee wellness, right here at Sri Lanka's most internationally-accredited hospital.

WE ARE LOOKING FOR A

BILLING ASSISTANT (THALAWATHUGODA)

JOB PROFILE

- Preparing accurate inpatient bills and provides necessary information to customers
- Handling billing inquiries, collecting due inpatient bills timely and providing admission, discharge details of patients to relevant users daily basis
- Ensuring no revenue leakages

CANDIDATE PROFILE

- Dynamic candidate with G.C.E. A/L and part qualification of any other professional body
- 01 year experience preferably as a billing clerk in a hotel or hospital
- An energetic candidate with IT literacy, especially in MS Office packages and Coordination skills with different departments/Patient
- Ability to work on shift basis

If you are interested, Please send in your detailed CV along with names and contact details of two non related referees within 7 days of this advertisement to:

General Manager – Human Resources
HEMAS HOSPITALS (PVT) LTD.
389, Negombo Road, Handala, Wattala. / 647, Pannipitiya Road, Thalawathugoda.
Email: careers@hemashospitals.com
Tel: 011 7 888 888