



## VACANCIES

*Nawaloka Hospitals with its mission "provide the best health care to the needy in a cost effective, timely and professional manner" is looking for suitable candidates for the post of*

### **PUBLIC RELATIONS OFFICER/ RECEPTIONIST**

The ideal candidate should have :

- G.C.E. (O/L) with a credit pass in English
- Proficiency in English and Sinhala is essential
- An outgoing personality
- Knowledge of Tamil would be an advantage
- Effective communication and excellent PR skills
- Experience in the field of customer care is preferred
- Age below 28 years

Job Profile:

1. Assisting & directing customers
2. Providing personalized customer care
3. Handling VIP customers & corporate customers and providing personalized service
4. Providing hospital information to walking customers as well as to the corporate customers
5. Building a good rapport internally (within hospital)
6. Visiting In-patient accordingly and getting their feedback
7. Handling customer complaints (in house & out patients)
8. Maintaining a good rapport with the consultants
9. Getting involve with special promotions (Indoor & Outdoor)
10. Handling incoming and outgoing calls, SMS, IDD calls, etc

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An attractive remuneration package will be offered to the right candidates

*Please apply with detailed CV, contact telephone numbers, address, e-mail and the names and addresses of two non-related referees within 7 days of this advertisement to the address below or e-mail us to [vacancy@nawaloka.com](mailto:vacancy@nawaloka.com)*

**THE DIRECTOR /GENERAL MANAGER  
NAWALOKA HOSPITALS PLC  
No. 23, Deshamanya H.K. Dharmadasa Mawatha  
COLOMBO 02**