

Accounts Associate

- Verify daily income summaries & maintain accurate records for medical centers
- Oversee petty cash voucher verification
- Reconcile income sheets with bank and medical centers
- Enter bank slips into SAP system

Qualifications: AAT part-qualified or finance-related course | Academic: Commerce / Bio / Maths stream at A/L | Finance experience | Below 30 years

Chashier / Trainee Cashier

- Manage billing and payment processing
- Handle customer queries related to billing
- Maintain transaction records

Qualification: GCE O/L / A/L | Basic numeracy and customer handling skills

Receptionist

- Patient reception and appointment handling
- Answer calls and manage front desk operations
- Coordinate with clinical and lab staff

Qualification: GCE A/L | Good communication skills (Sinhala / English; Tamil preferred)

Public Relations Officer (PRO)

- Handle patient relations and inquiries
- Manage customer complaints and feedback
- Support marketing and promotional activities

Qualification: Diploma / Degree in Marketing or Communication | Experience in healthcare preferred

Centre Manager

- Overall management of centre operations
- Staff supervision and duty roster management
- Ensure service quality, patient satisfaction, and revenue targets
- Coordinate with Head Office and departments

Qualification: Degree / Diploma in Management or Healthcare | Minimum 2-3 years experience in healthcare operations

Assistant Centre Manager

- Assist Centre Manager in daily operations
- Handle staff coordination and reporting
- Support administrative and operational tasks

Qualification: Diploma / Degree in Management or related field Experience in healthcare preferred