

# WE ARE HIRING!

## BILLING OFFICER

We are seeking a detail-oriented and customer-focused professional to join our team.



### RESPONSIBILITIES

- Prepare and issue invoices to patients, insurance companies and other parties.
- Verify and ensure accuracy of billing information and supporting documents.
- Process payments and maintain billing records in the system.
- Follow up on pending payments and resolve billing discrepancies.
- Provide excellent customer service to patients and internal departments.
- Maintain confidentiality and comply with hospital policies and procedures.



If you are interested, please send your CV to  
[vacancy@nawaloka.com](mailto:vacancy@nawaloka.com)  
[billing2@nawaloka.com](mailto:billing2@nawaloka.com)



### REQUIREMENTS

- Minimum of 1–2 years of experience in billing or a similar role (preferably in a hospital or healthcare setting).
- GCE A/L qualification; additional qualification in Accounting, Finance or a related field is an advantage.
- Proficiency in MS Office and billing software.
- Strong attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.



Please mention **“Billing Officer”**  
on the subject line.

