



Town Health Medical & Dental Services Limited

Town Health was established in 1989 and is one of the largest healthcare groups with the longest history in Hong Kong. The Group's shares migrated from the GEM board and listed on the Main Board of the Hong Kong Stock Exchange (Stock code: 3886) in 2008. The Group's core businesses include healthcare business investments as well as provision and management of healthcare and related services. With rapid growth of the Group and its business, the Group has expanded its operation to primary and specialty care, managed care operation, medical diagnostic, health check, medical dermatology and corporate advisory and consultation, etc. We take pride in our employees and offer attractive benefits through competitive packages. We invite dynamic individuals with high caliber to join in the growth of our Group.

Clinic Operations Officer / Assistant Clinic Operations Officer (5 day Office Work)

Job Responsibilities

- Responsible for coordinating and handling daily operations of designated medical clinics
- Prepare monthly rosters for clinic healthcare assistants and work closely with team members on resources allocation
- Provide administrative support and handle all logistics arrangements of designated clinics
- Work closely with Engineering & Facilities Management Department in the repair and maintenance of clinics
- Conduct regular visits and on-site observation of clinic healthcare assistants ensuring quality customer service and efficient execution of standard operating procedures
- Supervise & guide clinic healthcare assistants in customer service
- Coordinate promotional activities with suppliers and frontline professionals
- Support ad hoc duties as and when required

Requirements

- 1 to 2 years' administrative / operations experience in monitoring retail outlets / branches an advantage
- Knowledge or keen interest in medical or healthcare industry preferred
- Good people management with strong interpersonal and problem solving skills
- Able to work with various people in different capacities and good at collaboration

- Pleasant, well-organized, customer-oriented and willing to learn
- Good command of spoken and written English, Chinese and Mandarin
- Proficiency in MS Office and Chinese Word Processing

**** Candidates with less experience / fresh graduates will be considered as Assistant Clinic Operations Officer***

We adopt a 5-day work week and offer an attractive remuneration package to the right candidate. Interested parties, please send your detailed resume in WORD FORMAT with current and expected salary to the HR & Administration Department by e-mail: hradmin-office@townhealth.com

Data collected will be used for recruitment purposes only and personal data of unsuccessful applicants will be destroyed after 12 months.