

**FORM A – COMPANY AND JOB VACANCIES DETAILS**

**Job Vacancies Details**

<b>Name of Company</b>	<b>Job Position</b>	<b>Pre-requisites</b>	<b>Key Responsibilities</b>	<b>Working Hours / Location</b>
<b>A Medical Clinic</b>	<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>• N.A</li> </ul>	<ul style="list-style-type: none"> <li>• N.A</li> </ul>	<ul style="list-style-type: none"> <li>• Everton Park</li> </ul>
<b>Sembawang Mart Medical Centre</b>	<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>• N.A</li> </ul>	<ul style="list-style-type: none"> <li>• Clinic work</li> </ul>	<ul style="list-style-type: none"> <li>• Sembawang</li> </ul>
<b>Sunrise Medical</b>	<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>• level certification</li> <li>• Diploma is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Reception duties</li> <li>• Cleaning</li> <li>• Organisation of medications</li> <li>• Chaperone</li> </ul>	<ul style="list-style-type: none"> <li>• 4 hours/day</li> <li>• 5 to 6 days a week</li> <li>• 365 SEMBAWANG CRESCENT, #01-02, Singapore 75036</li> </ul>
<b>M Lam Clinic</b>	<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>• Levels</li> <li>• IT literate</li> <li>• Basic Accounting Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Registration of patients</li> <li>• Dispensing of medicine</li> </ul>	<ul style="list-style-type: none"> <li>• Mon to Fri: 9 to 12.30pm, 2pm to 5.30pm</li> <li>• Sat: 9am to 12.30pm</li> <li>• Closed on Sunday and PH</li> <li>• 739 Geylang Rd, Singapore 389649</li> </ul>
<b>Medihealth Bishan Clinic &amp; Surgery</b>	<b>Permanent Part Time Clinic Assistant</b>	<ul style="list-style-type: none"> <li>• At least “O” levels</li> <li>• Relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Registration</li> <li>• Dispensing</li> <li>• Chaperone</li> <li>• Record &amp; stock keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Shifts:</li> <li>• Monday (9am-1pm)</li> <li>• Wednesday (9am-1pm), (6pm-10pm)</li> <li>• Thursday (9am-1pm)</li> <li>• Friday (6pm to 10pm), (6pm-10pm)</li> <li>• Saturday (8am-1pm)</li> <li>• Location: Bishan</li> </ul>