

SN	Job Title	Job Description	Job Requirement
1	<b>Patient Service Associate (Specialist Outpatient Clinic)</b>	Under the Specialist Outpatient Clinic, the incumbent will perform service assistance to patients which includes but is not limited to registrations, collection of payments, scheduling of appointments and other administrative duties. In addition, he/she will be performing counter and room duties.	<ol style="list-style-type: none"> <li>1. Good communication and interpersonal skills</li> <li>2. Working knowledge of computer</li> <li>3. Relevant work experience preferred</li> <li>4. Minimum O level qualification</li> <li>5. Open to mid-career switchers</li> </ol>
2	<b>Patient Service Associate (A&amp;E)</b>	Under the Emergency department, the incumbent will perform service assistance to patients which includes but is not limited to registrations, collection of payments, scheduling of appointments and other administrative duties. He/she will be performing counter, financial counselling and managing patient feedback	<ol style="list-style-type: none"> <li>1. Good communication and interpersonal skills</li> <li>2. Working knowledge of computer</li> <li>3. Relevant work experience preferred</li> <li>4. Minimum O level qualification</li> <li>5. Open to mid-career switchers</li> </ol>
3	<b>Executive Assistant (Business Office)</b>	The incumbent will facilitate the settlement of medical bills through the use of patients Medisave, Medishield and insurance.	<ol style="list-style-type: none"> <li>1. LCCEI or Diploma in any discipline but preferably in Business or Finance</li> <li>2. At least 2 to 5 years of relevant working experience.</li> <li>3. Knowledge of SAP preferred</li> <li>4. Open to mid-career switchers</li> </ol>
4	<b>Executive Assistant (Perioperative Services)</b>	The incumbent will provide administrative support to respective departments at perioperative service division	<ol style="list-style-type: none"> <li>1. Minimum Diploma Qualification</li> <li>2. Good interpersonal skills</li> <li>3. Proficient in spoken and written skills</li> <li>4. Proficiency in MS Office with basic statistical knowledge</li> <li>5. Open to mid-career switchers</li> </ol>
5	<b>Senior Executive / Assistant Manager (SOC Services)</b>	The incumbent will oversee the operations of assigned departments, managing resources, and providing leadership to ensure an efficient, personalized service. Plan, implement and support the hospital's daily operational functions, including special projects.	<ol style="list-style-type: none"> <li>1. Minimum Degree qualification</li> <li>2. Experience in a supervisory role</li> <li>3. Good communication and interpersonal skills</li> <li>4. Possess positive attitude, initiative, and keenness to learn</li> <li>5. Possess strong analytical, good interpersonal and communication skills</li> </ol>
6	<b>Pharmacy Technician</b>	The incumbent will be involved in the processing of prescriptions, dispensing and inventory management. We are looking for individuals who has the aspiration to learn and grow with the organisation.	Diploma in Pharmaceutical Science or a Certificate in Pharmacy Technician Course
7	<b>Social Work Assistant</b>	The incumbent will support the Medical Social Workers in acute setting by conducting basic screening and triaging. You will also perform frontline counter duties on rotation basis, provide financial counselling to patients & assess their financial situation. Other responsibilities include assisting in casework and discharge care planning for patients, fieldwork and home visits, administering various subsidies and claims such as Medifund, IDAPE, Eldersfield, MFEC, PA, other financial and social assistance.	<ol style="list-style-type: none"> <li>1. Diploma in Social Sciences / Social Work / Applied Psychology</li> <li>2. 2 to 3 years of relevant experience in local social or community work setting.</li> </ol>
8	<b>Enrolled Nurse</b>	The incumbent will Join a team of well-trained professional staff to administer personalized and quality person-centred care in nursing area eg inpatient wards. In addition, you will provide professional nursing care, educate patients and their family and perform related duties as required.	<ol style="list-style-type: none"> <li>1. Hold a valid registration with the Singapore Nursing Board</li> <li>2. Possess a NITEC in Nursing</li> <li>3. Candidates with acute hospital experience is an advantage</li> <li>4. Able to work 3-rotating shifts and on weekends and public holidays</li> </ol>
9	<b>Registered Nurse</b>	The incumbent will Join a team of well-trained professional staff to administer personalized and quality person-centred care in nursing areas eg inpatient wards. In addition, you will provide professional nursing care, educate patients and their family and perform related duties as required. You will also supervise and coach a team of nurses to provide optimal care and service to patients.	<ol style="list-style-type: none"> <li>1. Hold a valid registration with the Singapore Nursing Board</li> <li>2. Possess a NITEC in Nursing</li> <li>3. Candidates with acute hospital experience is an advantage</li> <li>4. Able to work 3-rotating shifts and on weekends and public holidays</li> </ol>
10	<b>Senior Executive / Assistant Manager (Clinical Manpower Development &amp; Medical Affairs)</b>	The incumbent will support the clinical departments to ensure the provision of a comprehensive range of clinical services and administration duties.	<ol style="list-style-type: none"> <li>1. Minimum Degree Holder</li> <li>2. At least 8 years of working experience in healthcare with min 2-3 years of supervisory experience</li> <li>3. Excellent planning, analytical and communication skills</li> <li>4. Adaptable and able to multitask and work well independently or in a team</li> </ol>
11	<b>Senior Executive (Accountant)</b>	The incumbent will be responsible for service costing, cost centre analysis, feasibility studies and budgeting.	<ol style="list-style-type: none"> <li>1. Bachelor Degree in Accounting or Professional Accounting Qualification</li> <li>2. Minimum 5 years of experience in Accounting or Finance</li> <li>3. Team player with the ability to manage cross functional and institutional relationships</li> <li>4. Highly committed, systematic, meticulous and adept at handling complex situations</li> </ol>