



Kwong Wai Shiu Hospital is a charitable organisation established to provide healthcare services to the needy in Singapore regardless of race, language, or religion. Our vision is to be a leading community healthcare hub in Singapore.

We provide a continuum of care ranging from in-patient, rehabilitation therapy and Traditional Chinese Medicine services. We are expanding and inviting dynamic individual to join us as:

PROGRAMME COORDINATOR

Job Description

- Plan, execute and evaluate activities and programmes for active aging members and senior volunteers.
- Establish collaboration with corporate and institutional partners, and volunteers/voluntary groups for running of programmes.
- Liaise with external agencies and grassroots organisations, etc. to tap on external resources and/or publicise programmes.
- Require to conduct home visitations, befriending services.
- Assist to liaise and refer the needy cases to other service providers for further assistance.
- Answer telephone inquiries, simple book-keeping, filing, recording and intake/ registration of clients etc.
- Perform any specific projects and duties assigned by Director, Manager, Head of Department/Centre from time to time.

Requirements

- Minimum G.C.E. "O" Level / Nitec / Higher Nitec
- Possess good communication skills and is IT savvy
- Good team player, outgoing and self-motivated independent worker
- Able to build good rapport with elderly, volunteers and colleagues
- At least 1 - 2 years of similar working experience

Interested applicants, please email your resume to:

The Human Resource Manager
Kwong Wai Shiu Hospital
705 Serangoon Road
Singapore 328127
Email: HR_Dept@kwsh.org.sg