



KWONG WAI SHIU HOSPITAL

廣惠肇留醫院

Since 1910

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:

CLINIC ASSISTANT (Registration, Cashier cum Dispensary) (Traditional Chinese Medicine Centre)

Responsibilities

- Rotate or cover duties on
 - Registration,
 - Booking of medical appointment,
 - Cashier
 - Dispensing of medicine
 - Accessories inventory,
 - Cleaning & Sterilizing of Equipment and Clinic Room
- Assist in Administration and Operations duties (if required)

Requirements

- GCE "A" level or "O" level.
- Meticulous and organized.
- Able to multi-task, organize and prioritize workload.
- A strong team player.
- Able to work independently.
- Experience in Registration, Cashier and Dispensing, Operation and Administrative are preferred.
- Able to read and write Chinese as the medicine, purchase requisition, invoices, and TCM IT Management Software are all written in Chinese.
- Required to work in rotating shift from Monday to Saturday. 5.5 days' work-week.

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