



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 invite dynamic individual to join us as:

ASSISTANT MANAGER, BUSINESS OFFICE

Responsibilities

- Supervise billings, collections and monitor accounts receivables and refunds.
- Supervise cash donation back-office functions.
- Prepare reports and returns as required by relevant authorities.
- Provide support for internal, external, and statutory audits.
- Support roll-out of new initiatives.

Requirement

- Bachelor Degree in Accounting or equivalent.
- Minimum 5 years of relevant experience.
- Experience in supervision of subordinates.
- Proficient in MS Office applications.
- Possess initiative, good analytical and interpersonal skills, and a strong team player.
- Able to plan, multi-task and manage time effectively.

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