



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:

## **CENTRE EXECUTIVE**

### **Responsibilities**

- Develop, organize and maintain administration system, and the daily operation system.
- Develop and liaise relevant center program and basic case management.
- To assist the manager of the Senior Care Centre to achieve department KPIs..
- To assist the manager to handle centre feedback and follow up.

### **Requirements**

- Diploma / Degree Holder with relevant background and experience in Healthcare / Operations preferred.
- Proficiency in Microsoft applications (Microsoft Excel / Word / Powerpoint).
- Good interpersonal and leadership skill, cheerful and able to multi-tasking and communicate with elderly well.
- Staggered working hours may be required.

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](mailto:HR_Dept@kwsh.org.sg)