

WELLNESS CLINIC ADMIN OFFICER

We're seeking dedicated & qualified individuals to take on the role of Clinic Admin Officer. Join us and play a crucial role in providing administrative support to our Wellness Clinic.

Reporting to the Head of Pharmacy, as Clinic Admin Officer, you will play a pivotal role in supporting the day-to-day operations of the clinic, ensuring efficient patient flow and administrative processes.

Responsibilities:

- Greet and assist patients in a friendly and professional manner.
- Schedule appointments and manage the clinic's calendar to optimize patient flow.
- Ensure that patient records are accurately maintained and updated.
- Handle incoming calls, emails, and correspondence promptly and courteously.
- Assist in the preparation and organization of patient files and documentation.
- Manage inventory of office supplies and medical materials, ensuring the clinic is well-stocked.
- Collect and process patient payments, ensuring accurate billing information.
- Verify insurance information and assist patients with insurance-related inquiries.
- Maintain a clean and organized front office environment.

The ideal candidate for this role should possess the following qualifications and attributes:

- Minimum Grade 12 Qualification or equivalent; additional education in health care administration is a plus.
- Proven experience in an administrative role, preferably in a medical or healthcare setting.
- Ability to handle sensitive information with confidentiality and professionalism.
- Strong organizational and time - management skills to handle multiple tasks effectively.
- Proficient in using MS Office applications (Word, Excel, PowerPoint).
- Excellent communication and interpersonal skills to interact with colleagues and external stakeholders.
- Positive attitude and willingness to learn and take on new responsibilities.

All applicants should apply by email only with Position Vacant - Wellness Clinic Admin Officer in the subject line to:

**The Coordinator - People & Culture
CPL Group, PO Box 1663
Port Moresby, National Capital District,
E-mail: careers@cpl.com.pg**

Applications close 5:00pm on 25th October 2024.

OUR BRANDS