

New Town Medical & Dental Service Limited (新都醫療)

Job Title: Experienced Clinic Assistant

Job Responsibilities

- Familiarity with various vaccine types and health screening plan.
- Proficiency in phlebotomy (blood taking) is highly preferred.
- Coordinate patient's booking, carry out nursing duties and drug dispensing.
- Assist doctors during consultations, examinations as well as clinical procedures.
- Handle patients enquiries and complaints.
- Assist in any ad-hoc assignment.
- Locations: Tseung Kwan O, Hung Hum, Wong Tai Sin

Job Requirement

- University graduate; candidates with 2 years of related work experience in private clinic is require.
- Familiarity with Apriocat software operation.
- Knowledge of Health Care Vouchers, Medical Cards, CRC, and CDCC operations is an advantage.
- Competent in Chinese and English word processing and basic computer operations.
- Fluent in Cantonese, Putonghua, and English.
- Courteous, detail-oriented, hardworking, and highly responsible.
- Immediate available is preferred.

Application

Please forward your resume, a recent photograph, and expected salary via email to **recruit@newtownmedical.com.hk**

The information provided will only be used for recruitment related purposes. All personal information on unsuccessful candidates will be destroyed after 6 months.