

we are
HIRING!



Shree Hindu Mandal Hospital is looking to hire a highly dedicated, trustworthy, and experienced **Hospital Receptionist** with impressive administrative skills and excellent customer service abilities who can provide quality customer service to patients and staff members.

KEY DUTIES

Schedule appointments, accurate capture of data entry, assist with admissions/treatments as per agreed protocols, liaise between medical departments, and adhere to procedures and internal policies.

QUALIFICATIONS

Bachelor's Degree in Business Administration, Public Relations and other related fields.

EXPERIENCE

2 years and above

LOCATION

Dar es Salaam

APPLY NOW

Send your cv resume to jobs@hc.shm.or.tz
before **18/09/2022**