



Sian Chay *115 years old*
Medical Institution
is hiring for

MEDICAL DIRECTOR

Responsibilities:

- Lead and manage the medical staff
- Maintain medical standards and medical ethics
- In charge of the quality of TCM herbs and medication and conduct periodic inspection
- Supervise and enhance the level of medical service of the medical staff

Requirements:

- Majoring in medicine, medical theory
- Minimum 5 years practicing experiences
- Strong verbal and written communication skills
- Able to handle Chinese-speaking clients/colleagues/counterparts

CUSTOMER RELATIONS MANAGER

Responsibilities:

- Improve service level of the medical staff and front desk assistants
- Attend to patient enquiries, requests and feedback

Requirements:

- Minimum Diploma/University degree
- Ability to use Microsoft Office software
- Positive mindset, excellent working attitude

ADMIN ASSISTANT

Responsibilities:

- General admin support and project coordination

Requirements:

- Basic computer skill
- Independent with good interpersonal and communication skills

FACILITY MAINTENANCE ASSISTANT

Responsibilities:

- Assist Manager to supervise and coordinate on branches renovation works
- In charge of facility maintenance

Requirements:

- Relevant work experience preferred
- Independent with good interpersonal and communication skills

DESPATCH RIDER

- Possess a valid class 2/2A/2B driving licence
- Possess own motorbike

Interested candidates, please email or post your resume and relevant documents to :

Email: admin@sianchay.org.sg

Address: 610B Geylang Road (Off Lorong 36) Singapore 389549

Enquiry hotlines: **6744 1891**