



WE ARE **HIRING**



PATIENT SERVICES OFFICER (PSO)

(Suva – 1 position)
(Nadi – 6 positions)

PSO's are the first point of contact for patients and visitors to our hospitals. PSO's are responsible for admin tasks related to patients, billing, managing telephone and email enquiries as well as other related tasks as assigned by the PSO manager/team leader.

Qualities

- Good time management
- Honest, caring, empathetic and presentable
- Confident, positive attitude, able and reliable
- Ability to work in an integrated multi-skilled team
- An understanding, acceptance and adherence to the need for strict confidentiality
- Adaptable, innovative and progressive

Knowledge and education

- Excellent communication (oral & written) skills
- Good computer skills
- Formal education in finance is desired but not required
- Knowledge of medical terminology is desired
- Minimum Form 6 pass

Experience

- At least 2 years of experience working in a customer service environment
- Experience in the health sector will be advantageous

Pacific Specialist Healthcare (PSH) is Fiji's fastest growing and most dynamic private hospital providing general outpatient services, diagnostic services, specialist services, inpatient and surgical services.

Specialties include cardiology, cardiothoracic surgery, neuro surgery, urology, general surgery, orthopaedics, nephrology, paediatrics, obstetrics and gynaecology, plastic and reconstructive surgery, anaesthetic services, dermatology, internal medicine and emergency services.

PSH is the highest rated private hospital in Fiji for its exceptional patient care, expertise and world class facilities. Join us NOW.

HOW TO APPLY

Email your application cover letter, CV, references and academic transcripts to hr@psh.com.fj

Questions or clarifications

Email: hr@psh.com.fj

Call : 707 1051 or 707 0040



— PACIFIC —
SPECIALIST HEALTHCARE