



Customer Relations Officer



Location
Colombo



Closing Date
12/31/2023

Description

Key Duties & Responsibilities

- Greet and welcome customers to the hospital.
- Provide information to patients (for patients who visit as well as for those who inquire through the telephone) on the types of rooms, rates, facilities available and other requested information.
- Circulation of daily, weekly & monthly reports to the relevant departments.
- Coordination with inter departments for patients and admission requirement
- Proper maintenance of memos and other important documents

Entry Requirements

Ideal Candidate Should Possess

- Passed GCE O/L examination
- Excellent verbal communication skills in Sinhala and English languages
- Fluency in Tamil will be an added advantage
- Should be willing to work on day & night shift basis
- Prior experience in a similar capacity would be a distinct advantage
- Should be computer literate



APPLY FOR JOB