



CONNECT CHIROPRACTIC SDN BHD

202001006948 (1363268-K)

**38, Jalan 5/101c, Off Jalan Kaskas,
Jalan Cheras, Cheras Business Center,
Kuala Lumpur, Malaysia**

Clinic Assistant / Receptionist / Sales

Job responsibilities:


- 1. Assist in providing excellent customer experience**
- 2. Enrol new patients that made enquiry either from call, text, or walk-in.**
3. Carry good image at front desk
 - Maintain neatness and general appearance of reception area
 - Greet and care for all patients in a polite and courteous manner at all times.
4. Manage ingoing and outgoing phone calls and messages.
 - Attend inquiries from patients
 - Assist patients registration and scheduling of appointments
5. Proper filing and record keeping
 - Stock tracking
 - Basic book keeping
6. Perform general admin duties as required or needed.
7. Ensure rooms are clean and well stocked/ well maintained
8. Report to person in charge on any issues or problems that is out of normal regime.
9. Work as a team to ensure smooth and good patient flow, and a positive work environment

Job Requirements:

- 1. Excellent communication skills**
- 2. Excellent service attitude and mindset**
3. Min education: SPM certification/diploma or equivalent
4. No work experience required. With experience will be an advantage.
 - On the job training is provided
- 5. Required language(s): Mandarin, English, Bahasa Malaysia.**
 - Other language(s) will be an added advantage
6. Must be computer literate
7. Willing to work on weekends and on shift
8. Detail oriented with the ability to multitask
9. Vibrant and friendly personality

Benefits:

1. Medical allowance
2. Annual leave and medical leave
3. EPF & SOCSO
4. Free Chiropractic and physiotherapy treatment for clinic staffs,
5. Staff price treatment and purchase for immediate family members
6. Gain health related knowledge
7. Basic + Incentive scheme

 +6012-6818894

 reception@connectchiropractic.my

 www.connectchiropractic.my