

JOB VACANCY

Job Title: **Receptionist (2)**
Country Program: South Sudan.
Location of Position: **Yei River & KajoKeji County**
Position Reports to: Facility Incharge
Desired Start Date: ASAP
Advertised Date: **6th/Dec/2023**



Our Background

Coniah Medical Complex is a Private Medical facility fully Registered and License by the Republic of South Sudan. We are operational in Yei River County at Jamia Street, Opposite the Market, Next to the Mosque, KajoKeji County at Leikor Center, Moyo Road, Central Equatoria State and Awerial County at thou achak, Minkaman, Lakes State; we are dedicated to providing quality patient care with unrelenting attention to clinical excellence, patient's safety and an unparalleled passion and commitment to assure the very best healthcare for those we serve. Saving lives and relieving suffering through health care, relief and development programs and further information about us can be obtained via. www.coniahmedicalcomplex.com

Established in 2018 by Professional Health Personals, Coniah Medical Complex is a Private, voluntary, nonsectarian, nonpolitical institution. Its mission is to improve the quality of life through health interventions and to provide comprehensive and compassionate health care for individuals and families in cooperation with the area medical community.

Essential Job duties / Scope of Work:

- Handling queries and complaints via phone, email and general correspondence
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Transferring calls as necessary
- Managing telecommunication system
- Receiving Visitors at the front desk
- Direct visitors to the appropriate person and office
- Ensure reception area is tidy and presentable, with all necessary stationery and materials,
- Update calendars and schedule meetings.
- Perform other clerical receptionist duties such as filling, photocopying, transcribing and faxing.

Personnel Qualifications (Training/experience required):

- Proven work experience as a Receptionist, Front office Representative or similar role
- Proficiency in Microsoft Office Suite and Hospital Management Software.
- Hands-on experience with office equipment
- A High School Diploma or equivalent in medical billing and coding or related field.
- A minimum of 3-5 years' experience in customer service or administrative role.
- Excellent written and verbal communication skills



YEI BRANCH

Jamia Street, Opp the Mkt, Next to the Mosque
+211 (0)928 006 337 | 922 224 354
coniahmedicalcomplex@gmail.com
www.coniahmedicalcomplex.com

KAJOKEJI BRANCH

Leikor Centre, Moyo Rd
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Remuneration: An attractive package.

Submission of Applications:

Applications from qualified personnel's accompanied with an updated CV in English should be sent to the below address by the close of business **6th/Jan/2024**, send application to: **HR Manager, Juba Head Office on email ONLY: info@coniahmedicalcomplex.com** please Note that:

- ✚ This position is open to **Nationals ONLY**.
- ✚ Due to the urgency of this vacancy announcement, **CONIAH MEDICAL COMPLEX** reserves the rights to fill this position prior to the closing date.

CONIAH MEDICAL COMPLEX is committed to gender equality in its mandate and its staff. Female candidates are strongly encouraged to apply. Acknowledgement will be send to short-listed candidates only.



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