



JOB DESCRIPTIONS

Position Title: **Clinic Administration**

Reporting to: **Clinic Manager, Ampang**

Key Responsibilities:

- Managing all clerical work as deemed by QFFD.
- Organizing filing and staff data base.
- Organizing filling for PO and invoices.
- Arrange procurement and PO for the clinic and safe keeping the record.
- Follow up purchase order, delivery date and invoices
- Established communication with vendors including negotiate the price and quotation.
- Keep strict inventory, stock level and record for the clinic.
- Arranging, monitoring staff annual leave, M/C, replacement leave (for mobile clinic staff) and other appropriate leave.
- Manage receivable and payable account and maintain financial records.
- Use Microsoft software to support PIC, nurse manager and staff at QFFD.
- Obtain and secure various monthly report and database.
- Arrange and coordinate interview, meeting, appointment or any event held in the clinic.
- Bank in the registration money obtained daily. Keep the record accurate and up to date.
- Proactively managing the collection of data, statistic, updating and keeping accurate record.
- Notify the manager and contact the maintenance for any defect or issues in the clinic.
- Arrange and coordinate education program for staffs.
- Actively involve in medication ordering, consumable, supplies and other items.
- Involve with the inventory of stock in the clinic. Keeping the record both in soft copy as well as hard copy.
- Write and reply e-mail, letters and other necessary corresponding that is deemed by QFFD.
- Keeping track on staff attendance and activities for the PIC and manager.
- Write and manage minute of the meeting.
- Maintain professionalism and confidentiality at all times
- Collects staff's documents and apply for nursing license for the nurses.
- Conduct all duties, task and responsibility given by PIC and clinic manager from time to time.

Key Requirements:

- At least Diploma or Degree holder
- Fast learner and detail oriented
- Computer knowledge required
- Able to work independently with minimum supervision
- Ability to work under pressure and meet strict deadlines
- Ability to perform accurately and methodically following published procedures
- Good command of English and Bahasa Malaysia