

Neo-Health Group (www.neohealth.com.hk) is a Hong Kong's leading holistic medical centre established in 2007. We have expanded in recent years to include executive health screening and other specialist testing services. Since 2014 we have been working directly with corporate clients to deliver wellness programs and provide holistic care to our patients.

To cope with our rapid business expansion, we are looking for passionate candidate to join our team.

Healthcare Assistant

Job Responsibilities:

- Perform clinical duties
- Provide clerical support & filing
- Provide high quality customer service in clinic
- Handle medical supplies ordering and assist doctors in treatment procedures

Requirements

- HKDSE or above with good command of spoken and written English, Cantonese and Mandarin
- 1-2 years relevant clinic experience is preferred
- Knowledge of health check procedures (Hands-on experience of blood taking is a MUST)
- Proficient in Microsoft Excel and Word
- Self-motivated, detail-oriented and multi-tasking
- Good communication skills and manner is a must
- For Part-time post: Saturday and Sunday work is required and please mark clearly the available time on CV.

We welcome all job seekers to apply to any of our open positions, please send your resume and expected salary to us. All information received will be kept in strict confidential and only for recruitment purpose.