

Team interaction

- Collaborate with other KNFHT staff and volunteers
- Work in and foster an environment of team-spirit, cooperation and collaboration
- Demonstrate professional, polite, pleasant and respectful interactions with all stakeholders
- Communicate ideas/concerns and participate in problem solving

QUALIFICATIONS

Education

- Certificate in Medical Administration or a related field from a recognized College, or equivalent experience

Experience

- Minimum six months related administrative experience
- Customer service experience
- Experience working in a computerized environment

Skills / abilities

- Excellent communication and interpersonal skills, with a demonstrated ability to adapt to change and deal with stress in an effective manner
- Demonstrated ability to work effectively in a fast-paced environment
- Strong organizational skills with a proven ability to prioritize
- Basic knowledge of Medical Terminology
- Strong computer skills
- Ability to independently solve issues in a timely manner