



Join Our Team as a Health Management Administrator!

Are you passionate about healthcare and committed to excellence? QRMP, a dedicated general medical practice, is looking for a motivated, full-time, permanent Health Management Administrator to enhance our team!

About Us:

At QRMP, we pride ourselves on providing high-quality healthcare services to our community. We value compassion, integrity, and teamwork in everything we do.

Key Responsibilities:

- Assist with the administration of health promotion programmes and patient outreach initiatives.
- Maintain accurate and up-to-date patient medical records.
- Coordinate and support seasonal vaccination clinics and health checks.
- Engage with external health agencies for data collection and reporting.
- Foster a positive, collaborative work environment within the team.

What We're Looking For:

- ✓ **Qualifications:** Administration qualification preferred.
- ✓ **Experience:** Experience in healthcare preferred.
- ✓ **Skills:** Proficient in Microsoft Word, Excel, and Outlook; strong attention to detail; excellent communication skills.
- ✓ **Traits:** Flexible, team-oriented, and able to handle sensitive information confidentially.

Why Join Us?

Be part of a dynamic team that prioritises patient care and continuous improvement. Contribute to a positive work culture while ensuring effective health management.

Ready to Make a Difference?

Apply now by sending your CV and a cover email to jobs@qrmp.com

#JobOpportunity #HealthcareCareers #HealthManagement #JoinOurTeam #QRMP