

## Centre Administrator at Africa Healthcare Network

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Company: JobWebKenya

Location: Kenya

Category: computer-and-mathematical

### Job Description

Africa Healthcare Network has established the first and largest dialysis chain across Sub-Saharan Africa, providing high-quality, life-saving dialysis at affordable cost.

### About Job

AHN KENYA is seeking to fill the position of Centre Administrator for its Centres Nairobi, Mumias and Nyeri. This role will coordinate patient, hospital and billing activities in accordance with the set goals and objectives of AHN. The incumbent act as the first point of contact for patients. He/She will also be working closely with the Centre Head to coordinate functions between the Clin and Non-Clinical Teams.

### Key requirements for the role are as follows:

A Bachelor's degree and atleast one-year experience in a similar role.

Proficiency in MS Office Applications. Attention to details.

Ability to work under minimum supervision.

Able to collect, read and intrepret data – assesing for errors, trends etc Passion for AHN's Mission.

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