

Front Office Receptionist – Moyale at Equity Afia Medical Centre – KISERIAN

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Job Description

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Equity Afia is a sustainable, integrated health model that is using franchising principles to train and monitor a network of Medical-Entrepreneurs to provide standardized, quality and affordable healthcare services throughout Kenya. Equity Afia plans to provide comprehensive outpatient services through an estimated outpatient health facilities over the next few years. Our main goal is to ensure sustained improvement of the health and well-being of Kenyans by increasing access to and utilization of quality, affordable and standardized healthcare

Qualifications/Requirements

Diploma in Front Office Administration/Business Administration/ Health records or an equivalent qualification

At least two years working in a service oriented industry

Basic accounting skills

Computer proficient

Customer service oriented

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