

We are seeking talented **candidates** to join our
team.



Kings Hospital Colombo is an ultra-modern multi-specialty 130 bedded corporate hospital located within the 'Hospital Zone' of Narahenpita, Colombo. We are committed to providing compassionate and high-quality medical care of international standards with a focus on value based healthcare providing the best clinical outcomes at optimum cost.

Billing cum Cashier

- Previous experience in a customer support role including billing or cashiering
- Strong phone and verbal communication skills along with active listening
- Ability to multi-task, set priorities and manage time effectively
- A/L passed
- Proficiency in MS Office package
- Excellent PR and Communication skills
- Customer focus and adaptability to different personality type

Receptionist cum PRO

- Minimum of 01 year previous experience in a reputed institution
- Age around 30 years
- Excellent communication skills in English & Sinhala (Tamil would be an added advantage)
- Sound knowledge in computer literacy & telephone etiquette
- Welcoming and directing patients appropriately
- Should have a pleasing personality with strong customer care skills
- Willingness to work long hours according to the requirement

Call Center Operator

- Excellent communication skills in English & Sinhala (Tamil would be an added advantage)

Secretary/ Administrative Coordinator

- Handle and manage all incoming and outgoing correspondence, including emails, letters, and phone calls. Maintain and update the filing system, ensuring that all documents are properly organized and easily accessible. Schedule and coordinate meetings, conferences, and travel arrangements for the management team. Required minimum 3 years' experience in a reputable organization with good communication skills and computer literacy.

Attractive packages are available for successful candidates who are truly determined to make a career with our hospital.

Please send your updated CV by email indicating the position applied, as the subject line of the email.

Human Resources Department

careers@kingshospital.lk

No: 18/A, Evergreen Park Road, Narahenpita, Colombo 5.

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