



Office Operations Manager

- **Vacancy for:** 1
- **Posted on:** June 4, 2018
- **Deadline:** June 26, 2018, 9:37 a.m.

Basic Job Information

Job Category : General Mgmt. / Administration / Operations
Job Level : Mid Level
Employment Type : Full Time
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Bachelor in Hospital Management or BPH or equivalent
 - Minimum 3 years experience in related field
 - Fully responsible for all aspects of all departments
 - Excellent Decision Making and Analytical skills
 - Outstanding Managerial and Multi-Tasking skills
 - Ability to work under High Pressure
 - Strong Team Building, Inter-personal, Leadership and Organization skills
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Job Description

- To plan, direct, oversee and coordinate overall operations of the hospital
 - Assist Top Management for formulating strategic plans of operation activity
 - Implement and manage operational plans
 - Planning Operational Budget
 - Oversee day to day operations of the hospital
 - Direct and guide staffs for the smooth functioning of the hospitals
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Applying Procedure

Apply Link : <https://merojob.com/office-operations-manager/>

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