



## Chief Hospital Administrator

- **Vacancy for:** 1
- **Posted on:** Nov. 1, 2018
- **Deadline:** Nov. 20, 2018, 11:55 p.m.

### Basic Job Information

Job Category : Healthcare / Pharma / Biotech / Medical / R&D > Medical administration  
Job Level : Senior Level  
Employment Type : Full Time  
Job Location : Mansarovar Path, Lakeside, Pokhara  
Offered Salary : Negotiable

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### Job Specification

Education Level : Graduate (Masters)  
Experience Required : More than or equal to 5 years

### Other Specification

- Academic qualification - Post Graduate/ Masters Degree in Hospital Management or Business Management or Hospitality Management
  - Communication skills - Articulate and effective with fluency in both spoken and written Nepali and English. Additional languages like German, French, Japanese, and Chinese would be an added advantage.
  - Sound knowledge in Finance, Business and overall knowledge of the operating environment, market conditions and regulatory guidelines
  - Good knowledge of MS-Office package
  - Team Work - A self starter who can motivate, manage and lead a wide and diverse team of internal and external stakeholders
  - Compassionate and empathetic to the needs of the patients and other stakeholders
  - Good problem solving and analytical skills
  - Ability to adapt to new and changing environment
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### Job Description

- Ensure compliance and implementation of regulatory hospital guidelines or any other directive issued by the Government
  - Create and monitor annual expenses and suggest cost-effective alternatives
  - Prepare Key financial reports and submit it to the upper management
  - Manage and Oversee daily administrative operations
  - Develop and implement effective policies for all operational procedures
  - Maintain and build network with International and Local Business partners
  - Manage Human Resource Function
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### Applying Procedure

Apply Link : <https://merojob.com/senior-hospital-administrator/>

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