

Customer Service Representative/Customer Service Officer
REFERENCE NO.: GHK-CSR

Job Descriptions:

- Provide billing, invoicing, cashier and admission services to hospital patients and clients
- Follow up payment with clients, clinics, corporate and insurance companies

Requirements:

- Form 5 or above
- Proficient in both spoken and written English and Chinese
- Customer-oriented with excellent communication and interpersonal skills
- Team player, and able to work independently and under pressure
- Good knowledge of computer skill, proficiency with Microsoft Word, Excel and Email
- Experience in the area of billing and cashier would be an advantage
- Prior experience in hospital, hotel, airline or insurance company preferred
- Able to work on shift duties