

Manager, Medical Affairs
REFERENCE NO.: GHK-M-MA

Job Descriptions:

- Support Medical Board, Clinical Committee and any relevant committee meetings
- Handle enquiries and resolve issues raised by hospital management and accredited doctors on matters related to medical staff organization
- Apprise hospital management and accredited doctors of compliance and other major issues within the medical staff organization
- Manage shift scheduling and rostering of medical staff
- Maintain data inventory pertaining of accredited doctors and other members of the medical staff organization
- Oversee the department operation and hold reporting staff accountable for their key performance indicators

Requirements:

- Degree or above in related disciplines
- Minimum 5 years of prior managerial experience
- Previous work experience in a healthcare setting would be a plus
- Fluent in verbal and written English and Chinese
- Proficiency in MS office applications (Excel, Word and PowerPoint)
- Working knowledge of web management, document management system and/or credentialing system is preferred