



Call Centre Executive Female

Work for an Australian Company

Immediate Start – 05 Vacancies



COMPANY

Based in Australia, Health Support Services (HSS) is highly proficient in providing premium support to medical clinics all over Australia. We comprehend the ever-increasing needs of medical clinics, and how they are operating under intense pressure to perform every single time.

With years of experience, we pride ourselves in providing impeccable services in setting up health practices. Let it be the unparalleled services of Occupation of Premises, Equipment and supplies, Hardware & Medical Software, Recruitment, Insurance, Account Systems, Business Plan, Practice Shell, Websites, Mobile apps & networking - We provide them all. HSS step into providing ample and reliable services when the healthcare clinics need them the most.

REQUIRED SKILLS

- Excellent Sales, Operational & Organizational skills
- Strong Written & Verbal Communication Skills - Should be Fluent in English
- Excellent interpersonal Presentation Skills
- A keen eye for detail & perfection
- Basic IT Skills (Word, Excel, Internet & Email)
- Creative & Strategic thinking
- Experience in Call Centre environment will be an added advantage

KEY RESPONSIBILITIES

- Attend to Patient Appointments / inquiries over the phone, Email or through Social Media Channels
- Follow up with patients and business leads
- Social Media Account maintenance & updates
- Coordinate with Medical Centres

An Attractive remuneration package awaits the right candidate where the minimum salary starts from Rs.75,000 per month.

50 Hours Per Week. Early morning shift starts at 3.30am (working from home) should be willing to start work immediately. Full training provided. If you think you are the one we are looking for, forward your Resume (Please include your WhatsApp number) to careers@healthsupportservices.com.au on or before 24th December 2022. Should have access to a broadband Internet conuction, Laptop, Headsets



careers@healthsupportservices.com.au



www.healthsupportservices.com.au