



NINEWELLS
A LIFETIME OF CARE

Ninewells is a specialised Hospital in Obstetrics, Gynaecology, Paediatrics and Neonatology, with an excellent credibility and proven track record in Sri Lanka's private healthcare sector. With a main focus on woman and child care, we are seeking skilled individuals to be a part of the Ninewells family.

Customer Relations Executive / Customer Relations Associate

Job Description

- Direct customers to the relevant counter/s on their arrival.
- Ensure high level of customer service is maintained at the front office assigned area.
- Assist customers in a professional way in order to give them a pleasant experience.
- Maintaining a good rapport with the customers and visitors.
- Maintain proper coordination and good communication with other departments in the hospital.
- Resolve patients/customers' requirements/needs quickly, efficiently and courteously.

Customer Relations Executive - Entry Requirements

- Age between 27 - 35 years
- Minimum of 4 - 5 years of experience in customer relations.
- Effective Communication skills.
- Willingness to work in a roster (Night Shift Included).
- Good communication skills in English & Sinhala (Proficiency in other languages will be a distinct advantage).
- Voice clarity & courtesy with listening skills and service oriented mindset.
- Should have a pleasing personality.
- Team player with dynamic personality & positive attitude.

Customer Relations Associate - Entry Requirements

- Age between 22 - 25 years
- Effective Communication skills.
- Willingness to work in a roster (Night Shift Included).
- Good communication skills in English & Sinhala (Proficiency in other languages will be a distinct advantage).
- Voice clarity & courtesy with listening skills and service oriented mindset.
- Should have a pleasing personality.
- Team player with dynamic personality & positive attitude.

**School leavers are encourage to apply as
Trainee Customer Relations Associates**

The successful candidate will be placed on an attractive remuneration package based on the qualifications and experience
If you feel that you are the right candidate, send your CV to careers@ninewellshospital.lk
with two non-related referees

We welcome you to join the Ninewells Family to make a meaningful difference

NINEWELLS HOSPITAL (PVT) LTD.

Group Head of Human Resources

55/01, Kirimandala Mawatha, Narahenpita, Colombo 05.

Contact us : 011 2049977