

Vacancies

DaVinci Health provides a comprehensive range of elective and emergency services on an inpatient, day case and outpatient basis. Due to the rapid increase of our services, we are looking for experienced staff as indicated below:

Receptionists

Responsibilities

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward incoming phone calls and provide basic information
 - Receive and sort daily mail/deliveries/couriers
 - Maintain security by following procedures and controlling access
 - Update appointment calendars and schedule meetings/appointments
 - Receive payment / charge clients for services offered and provide a receipt
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Requirements

- Proven working experience in a front office handling receptionist responsibilities
 - Proficient with Microsoft Office Suite
 - Professional appearance
- Solid communication skills both written and verbal in English and verbal in Maltese
 - Ability to be resourceful and proactive in dealing with issues that may arise
 - Ability to organize, multitask, prioritize and work under pressure
 - Successfully completed high school qualifications

All applications will be treated in the strictest confidence.

This is a great opportunity to work in a vibrant hospital, which is expanding in its services and its building and that is committed to exceptional personal healthcare delivery.

please send us your CV on:
vacancies@davincihealth.com

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