



SEBBI HOSPITAL

JOB ADVERT

Sebbi Hospital Ltd is a Private Healthcare Centre located in Central Region of Uganda, Nansana Municipality, 5km along Hoima Road, Wakiso District. The hospital offers general and variety of specialized healthcare services inclusive of gynecology, ENT, optical, Orthopedic, Physiotherapy; among others with a modern Laboratory, Theatre, Radiology Accident and Emergency services, baby incubation centre to mention but a few; enabling our clients access to all insurance service providers. In our efforts towards increasing access to affordable and quality healthcare services, the hospital is currently opening up a state of the art Pediatric and Dental Unit to serve the increased demand for holistic services by the community henceforth searching for qualified candidates to fill the following vacancies;

Job Title: Dental Administrator
Reports to: Medical Director
Category: Full-time
Duty Station: Kampala, Uganda
Vacancies: 1

Key Duties and Responsibilities

1. Receive and attend to patients and guests to Dental Clinic accordingly in the quickest time possible.
2. Ensure that dental clients' expectations are met through constant checks and explanations to keep them calm and not feel abandoned.
3. Inspecting dental unit operations and ensure work moves on smoothly including seeking feedback on the hospital service standards.
4. Ensure that dental unit is neat, presentable, and equipped with all the necessary requirements such as pens, insurance forms, and papers, hospital brochures.
5. Ensure restricted access to dental unit.

6. Register and answer all clients' and guests to dental in consultation with responsible officers.
7. Receive all incoming calls and respond to questions and queries within your responsibility and where necessary redirect the calls to responsible officers.
8. Pay extra attention to cases that may need urgency in nature and put them to the attention of the responsible officers.
9. Make Follow up of the questions and queries forwarded to other officers to ascertain whether they were attended to satisfactorily.
10. Create and maintain records at dental and handle them in line with hospital records management regulations or distribute to the appropriate departments/units.
11. Receive official visitors and forward them to respective Administrators, CEO's Personal Assistants and /or Senior Management.
12. Writing a monthly status report on Dental Unit and submit to Senior Management team as per hospital guidelines.
13. Participate actively into hospital management team meetings and trainings
14. Take charge of the dental unit including safeguarding all equipment.
15. Compile a monthly Dental unit time-table.
16. Perform other duties that may be assigned from time to time.

Requirements

- a. Bachelor's Degree in any field
- b. Three(3) years' experience in fields of administration, humanitarian work
- c. Must possess managerial skills
- d. 3+ years of experience in administration or related field.
- e. Experience in a hospital set-up is an added advantage.
- f. Ability to build and maintain positive relationships with colleagues.
- g. Experience in effective follow-up and maintain workplace privacy.
- h. High level of integrity
- i. Strong communication skills, both written and verbal.
- j. Highly motivated with strong ability to work with little to no supervision.
- k. Familiar with health insurance operations.
- l. Strong computer skills and experience

How to apply:

Interested and qualified candidates should send their application papers to the Human Resource Manager, Sebbi Hospital Ltd, P. O. Box 101601, Kampala and send to either nakakandem@yahoo.com or hand deliver physical application papers to Sebbi Hospital premises. Application should be accompanied with a cover letter and CV clearly

indicating 2 referees with available contacts. The applicant should be comfortable with conducting a background.

Your application should reach us by close of business **15th July, 2024 at 5:00p.m.** Only qualified candidates will be notified to appear for interviews at a stipulated date. For more information, please call 0782799787/0200906014.

For more details about the hospital advert, please visit <https://www.sebbihospital.com> or find us on our LinkedIn page: Sebbi Hospital

Sebbi Hospital is an equal opportunity employer and does not charge money or receive any kind of bribe.