



ASSISTANT EXECUTIVE FOR ST ANDREW'S SENIOR CARE, DOVER

SAMH first began as a free dispensary for poor local and migrant women and children in 1913. Today, SAMH operates St Andrew's Community Hospital, St Andrew's Autism Centre, St Andrew's Mission Hospital Clinics, St Andrew's Nursing Homes at Buangkok, Henderson and Queenstown and St Andrew's Senior Care centres at Kampong Glam, Tampines, Henderson and Queenstown.

St John's-St Margaret's Nursing Home and Senior Care Centre at Dover Avenue commenced operations in 2022.

DUTIES & RESPONSIBILITIES

- Conduct admission of clients into the centre services which includes explaining the charges and information related to the services to the next of kin/client.
- Process admission applications which includes MOU signing, system admission, arranging of assessment/start date/transport/meals, setting up clients' case files and related documents.
- Carry out reception duties which includes answering phone calls and enquiries, coordinate meetings, and daily registration of clients i.e. attendance taking.
- Collect payment for clients' invoices and to keep a good record of collection balance account, filing of documents, monthly statistics/utilizations.
- Update client's profile regularly to ensure important information such as means-test and related demographic information is accurate in the system.
- Assist Centre Supervisor/Manager in tracking the utilization of consumables/equipment and replenishment of stock at the centre.
- Assist Centre Supervisor/Manager in managing the clients' transport schedule & meal list, which includes working with next of kin/client and external vendors on the arrangement of transport & meals.
- Assist Centre Supervisor/Manager in managing the staff roster.
- Perform any other duties as assigned from time to time.

REQUIREMENTS

- Possess Diploma and/or equivalent qualifications in relevant area.
- Minimum 3 years of working experience in the related field.
- Proficient in Microsoft Office (Word/Excel/Powerpoint).
- Good spoken and written communications skills.
- Meticulous, independent, accountable, reliable, adaptable.
- Good interpersonal skills and a team player.

Interested candidates are invited to submit your updated resumé to susie_foo@sach.org.sg

ASSISTANT
EXECUTIVE
(ST ANDREW'S
SENIOR CARE,
DOVER)

ST ANDREW'S
MISSION
HOSPITAL