

Career Opportunities

CLINICAL EXECUTIVE/TRANSLATOR

General Requirements

- O' level or A' Level (Science stream)
- Excellent communication skills in English and Dhivehi
- Ability to work effectively in a team environment and independently as required
- Proficient in Microsoft Office
- Previous experience in healthcare is an added advantage

Job Specification

- Prepare patient files (EMR) by obtaining personal and health information as per the instructions of the attending consultant
- Maintain patient data records for evaluation
- Promote patient safety by maintaining a clean and hygienic environment
- Assist in translating and answering queries
- Guide patients through the clinic's various facilities and procedures
- Create a positive experience by welcoming and assisting patients
- Maintain confidentiality of Guests information at all times

Salary & Benefits

- Meal while on duty
- 30 Days Paid Annual Leave
- Medical Insurance

How to Apply

Interested candidates may submit their application to <https://careers.treetophospital.com/careers> before 1600 on October 4, 2026.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.