

Career Opportunities

FRONT OFFICE EXECUTIVE

General Requirements

- GCE A 'Level or Diploma in relevant field
- 1-2 Years of customer service experience in healthcare or hospital billing
- Effective communication and interpersonal skills
- Proven ability to work effectively and independently
- Ability to multitask, set priorities and manage time effectively, and to work on shift duties

Job Specification

- Greeting and assisting Guests
- Responsible for keep the reception area ready for each working day, open the counters at the specified time and have all front desk activities fully operational at start of the hospital hours
- Update patient records with accurate contact details upon patient registration
- Liaise with insurance companies on patient appointments
- Assisting with translations between physicians and Guests
- Taking feedback from Guests to optimize guest level of satisfaction
- Attending calls from different departments
- Arranging hospital tours for important visitors in an informative and helpful way
- Managing VIP guests and assisting them with all hospital needs as required
- Assist in translating documents about treatment directions and help guests in filling out the forms

Salary & Benefits

- Salary based on qualifications and experience
- 30 Days Paid Annual Leave
- Medical Insurance
- Meal while on duty

How to Apply

Interested candidates may submit their application to <https://www.careers-page.com/tree-top-hospital-maldives#openings> before 1600 on September 15, 2026.

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