

WE ARE HIRING



Join Our Team as **MEDUCARE MANAGER**

Job Role:

The Meducare Manager is responsible for overseeing the day-to-day operations of the service center, ensuring efficient delivery of services, maintaining customer satisfaction, and managing the staff and infrastructure.

Key Responsibilities:

Operational Management:

- Ensure smooth functioning of the center.
- Handle service requests and resolve customer issues promptly.
- Maintain records of transactions and services provided.

Staff Supervision:

- Recruit, train, and manage center staff.
- Ensure staff adhere to service standards and protocols

Service Delivery:

- Provide various government and non-government services such as certificates, licenses, and other citizen-centric services.
- Maintain quality standards and improve service efficiency.

Infrastructure and Maintenance:

- Ensure the center's infrastructure is well-maintained.
- Manage resources and supplies needed for operations.

Compliance & Reporting:

- Follow applicable legal and operational guidelines.
- Prepare periodic reports on center performance and activities.

Community Engagement:

- Promote the center's services within the community.
- Gather feedback to improve service quality.

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Qualifications Required:

Educational Qualification:

- Graduation in any discipline (Bachelor's degree).
- Preference for candidates with experience in administration, management, or customer service.

Experience:

- Prior experience in managing service centers, customer relations, or administrative roles is advantageous.
- Knowledge of local language and good communication skills.

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and management abilities.
- Basic computer skills (MS Office, internet, etc.).

Additional Attributes:

- Ability to handle multiple responsibilities.
- Customer-centric attitude.
- Self-motivated and proactive.

To Apply:

SEND YOUR RESUME to: aimweltrust@gmail.com

Contact : 0361 452 3081