

ADMINISTRATION MANAGER

Duties and Responsibilities

- To be successful in this role, you should understand healthcare regulations and be able to handle medical information discretely.
- Supervising daily administrative operations
- Responsible for the daily operation of the Hospital by meeting with various departments and ensuring the staff, facilities, schedules, and flow of work is optimally carried out
- Resolve any conflicts that might arise from the Hospital operations
- Monitoring expenses and suggesting cost effective solutions
- Creating quarterly and annual budgets
- Responsible for excellent upkeep of sanitation of hospital for a clean and amiable environment
- In charge of the Transport, Maintenance, repairs, and Bio-medical engineering Units
- Planning, organizing, and managing all medical services of the hospital
- Work in close collaboration with clinical and non-clinical functions to ensure delivery of high-quality healthcare services
- Ensure effective implementation of policies and processes laid down by the organization
- Ensure compliance in statutory, statistical, and annual reports
- Represent the hospital in all medical-legal issues.
- Maintain and implement patient feedback process and conduct regular patient feedback analysis.
- Develop and implement policies, procedures, and best practices in the hospital administration about:
 1. Corporate services
 2. Medical insurances



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Saint Bridget Hospital

3. Material management
 4. Pharmacy management
 5. Facility Management
- Oversee all training and continuing education for staff
 - Ensure that the facility follows all state and local laws
 - You will directly report to the Managing Director
 - Liaise with all departments to ensure smooth running of the facility.
 - Create and implement best practice programs, maintain a consistent level of quality care offered to patients

Qualification and Key Competencies

- Degree in Healthcare Administration, Business administration or a related field
- Proven work experience as a hospital admin manager/medical office manager or a similar role with at least 5 years' experience.
- Knowledge of the hospital industry
- Solid understanding of healthcare procedures and regulations
- Basic accounting skills
- Excellent organization and time management skills
- Ability to supervise and train team members
- Problem solving attitude
- Excellent interpersonal, communication, and leadership skills.
- Certificate of Good Conduct.

How to Apply

- Interested candidates are requested to fill and submit the online application form on; www.stbridgethospital.co.ke/careers
- Ensure to upload all your certificates and CV.
- We as an institution are conducting the interviews as we receive the applications and have not engaged the services of any recruitment agency.
- We do not charge fees at any stage of our recruitment process.
- Only shortlisted candidates will be contacted