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## **CUSTOMER CARE & FRONT OFFICE**

### **Role Summary**

Provide pleasant, friendly, and efficient customer care services to internal and external customers.

### **Duties and responsibilities**

- To provide exemplary customer service to internal and external customers
- To handle comprehensively all enquiries and direct accordingly from within and externally in a timely way
- Give support services to all staff to ensure good customer service to our customers
- Ensure efficient and smooth operations of the front office
- Give feedback to the administrator on how to improve customer care
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### **Qualification**

- Diploma in Business Administration or Public Relations, Communication, Customer Service from a recognized institution.
- Two years working experience as a customer care assistant.
- Excellent customer care and communication skills
- Managing all front office operations
- Be courteous and computer literate
- 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](http://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



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Saint Bridget Hospital

