

POSITION DESCRIPTION

Mills Dental Care

AM7021 - Customer Relations Officer

Mills Dental Care is one of Papua New Guinea's most experienced and qualified dental and oral health service providers, providing treatment procedures of the highest quality to thousands of people from all over Papua New Guinea.

Mills Dental Care is inviting **exceptional candidates** to apply for this vital role. This position is based in Port Moresby.

Customer Relations Officer

Reporting to the General Manager, the Customer Relations Officer is responsible for:

- Ensure the effective flow of clients and patients through the practice
- Maintaining integrity of practice management systems and ensuring they remain effective and operational at all times
- Generating invoices and receipts and collecting payments from patients and clients
- Enters information correctly into Dental 4 Windows patient management
- Reception duties, being the first point of contact for patients
- Invoicing and taking patients payments
- Answers telephone in a timely and polite manner
- Perform other duties as needed.

Expected Competencies:

- Strong work-ethic
- Ability to multi-task/highly motivated and reliable individual
- Must have previous experience in customer service
- Excellent communication skills both verbal and written
- High level of computer literacy
- Attention to detail
- Must be able to work weekends/over-time
- Well-presented/Groomed.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Monday 20th March 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview