



Officer - Call Centre

Bangladesh Specialized Hospital Ltd.

Vacancy

Not specific

Job Responsibilities

- Schedule appointments for patients.
- Answer telephone promptly and in a polite and professional manner.
- Obtain and enter accurate demographic information (address, telephone number).
- Schedule appointment correctly - review appointment date, time, location, and provider name with caller.
- Answer questions and offer other information, as requested, to provide patient-focused
- Service patients
- Make reminder calls as requested.
- Make calls to reschedule appointments when necessary.
- Other reasonably related duties as assigned by supervisor or manager

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Bachelor degree in any discipline
- Skills Required: Call Center, Telemarketing

Experience Requirements

- At least 1 year(s)

- The applicants should have experience in the following area(s):
Call Center
- The applicants should have experience in the following business area(s):
Hospital, Multinational Companies

Additional Requirements

- Age at least 20 years
- Both males and females are allowed to apply
- Computer Literacy: MS Office (Word/Excel/Power point).
- Ability to handle confidential and sensitive information.
- Ability to communicate effectively on the telephone

Job Location

Anywhere in Bangladesh

Salary

Negotiable

Compensation & Other Benefits

- Provident fund
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2

Hard Copy

Those who don't have the required educations and experience should not apply. Interested candidates who fulfill the above requirements are requested to send their application with an updated CV along with a recent Passport Size photo, all academic certificates & Training certificate to CEO, Bangladesh Specialized Hospital, 21 Shyamoli, Mirpur Road, Dhaka-1207 on or before July 31,2021. Please mention the title of the position applied for on the top of the envelope or in the subject line.

Application Deadline : **31 Jul 2021**