



CALAMBA MEDICAL CENTER

The Healthcare City of the South



METRO PACIFIC HEALTH

Is looking for **OFFICE STAFF**

At **Calamba Medical Center**, we prioritize the overall well-being of our patients and staff. As a leading healthcare provider in the south, we are dedicated in delivering exceptional healthcare services to our community.

We are currently seeking for dedicated individuals to join our growing team as **Office Staff**. In this role, you will play a crucial part in ensuring the smooth operation of our administrative functions. Your attention to details and organizational skills will be essential in supporting our healthcare professionals in providing high standards of service for our patients

Key Responsibilities:

An Office Staff helps maintain sensitive patient information at a hospital, clinic, or similar health care facility. Your job duties include scheduling appointments, managing patient records, ordering supplies, and coordinating with physicians and other staff.

Office Staff responsibilities include answering phones, taking messages, handling mail and scheduling appointments. Other everyday duties include collecting information, faxing, and scanning, making copies and data entry.

Qualifications:

1. At least College Graduate
2. Good in communication.
3. Without or with experience.
4. Must handle under pressure.

WHY CHOOSE US?

- ✓ **JOB SECURITY**
 - Calamba Medical Center guarantees job security, health care benefits for employees up to its dependents, retirement plan, seniority pay and others.
- ✓ **PROFESSIONAL GROWTH**
 - Professional growth is one of the factors why to consider Calamba Medical Center, We offer a variety of training, workshop and also scholarship for employees.
- ✓ **WORK LIFE BALANCE**
 - We promote and maintain a work life balance to help reduce stress and helps prevent burnout in the workplace.

Interested applicants may scan the QR code below or send their resume/ CV to hr_recruitment@cmc.ph. Please indicate "Office Staff Application" in the subject line.

Scan the QR Code to Apply



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