



## **Position title: Senior Executive, Operations**

**Location: Taiping**

### **Responsibilities:**

- Assist Head of Operations in the overall execution of plans for Provider clinics under his/her care
- Ensure staffs are familiar and comply with Standard Operations Policies (SOP) and Work Instructions (WI)
- Responsible for the growth and patient retention of the assigned clinics (including visitations to Nephrologist and related dialysis centers, following up with new patient enquiries and patients on waiting list)
- To conduct regular site visits to clinics and rectify findings
- Ensure assigned clinics are operating in accordance to the Ministry of Health regulations and requirements and maintain valid operating license
- Assist in purchasing related works including sourcing, quotation request, initiation of purchase requisitions, purchase order reconciliation, verification of invoice and vendor creation
- Assist in planning of yearly budget and ensure all expenses are in line with approved budget
- 1 st Level Approver for all invoices
- Ensure proper overall custodian and management of petty cash including approval of petty cash claims at assigned clinics
- Lead and motivate a team Clinic Admins (Clinic / Driver)
- Responsible for Clinic facilities and logistic
- Ensure smooth interdepartmental collaboration (e.g. regular communication with Director of Nursing, Quality and Medical Affairs Manager, Credit Control & Finance Team)
- Any other duties that may arise

### **Requirements:**

- Degree Holder preferred
- 1 to 2 years of working experience in similar capacity
- Science or Healthcare background preferred
- Good written and communication skills in English & Bahasa Malaysia
- Willing to travel
- Willing to learn, results orientated, self-starter, highly motivated, analytical, good interpersonal skills
- Able to multi-task and work under pressure

**If you are interested in this job position, please email your resume to [hr.my@fmc-asia.com](mailto:hr.my@fmc-asia.com)**