



**Sacred Heart
Medical Center**
陳 淑 霖 醫 療 中 心

MANPOWER NEEDS- POOLING

NON MEDICAL

GENERAL ACCOUNTANT

- Male or female
- 25-35 years old
- Bachelors degree in Accounting or Finance
- With at least 3 yrs. of experience in the same related position
- Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA) designation is an advantage
- Strong background in hospital setting is an advantage
- Knowledge in payroll and government mandated benefits. (SSS, HDMF, Philhealth and BIR)

CASHIER -

- Female
- 20-30 years old
- BS BA or any 4 years buss related courses
- With at least 1 yrs. of experience in the same related position
- Willing to work Holidays and Sunday; 6 days a week
- Knowledge in a accounting tasks is an advantages
- Strong background in hospital setting is an advantage

HRD Staff

- Male/Female
- 20-30 years old
- BS Psychology graduate
- With at least 1 yrs. of experience in the same related position
- Can construct and administer Psychological test
- Knowledge in processing government mandated benefits (SSS, HDMF, Philhealth, BIR)
- Can handle payroll

- Strong background in hospital setting is an advantage
- Knowledge in a accounting tasks is an advantages

RECEPTIONIST/ TELEPHONE OPERATOR

- Female
- 20-30 years old
- With pleasing personality
- Graduate of any 4 years buss related course
- With at least 1 yrs. experience in the same related position
- Strong background in hospital setting is an advantage
- Good oral and written communication call center experience is an advantage

HMO STAFF

- Female
- 20-30 years old
- With pleasing personality
- Graduate of any 4 years course
- With at least 1 yrs. experience in the same related position
- Strong background in hospital setting is an advantage
- Good oral and written communication

MEDICAL RECORD CLERK

- Female
- 20-35 years old
- With pleasing personality
- Graduate of any 4 years buss related course
- Knowledge in proper filling of documents.
- With at least 1 yrs. experience in the same related position

WAREHOUSE STAFF

- Male
- 20-30 years old
- With pleasing personality
- College level
- With at least 1 yrs. experience in the same related position
- With driving skills

- Strong background in hospital setting is an advantage

ELECTRICIAN-

- Male
- 20-40 years old
- At least colleges level/ TESDA graduate/training is an advantage
- With at least 2 yrs. of experience in the same related position
- Willing to work Holidays and Sunday; 6 days a week
- With 2 years of experience in the same related position
- Strong background in hospital setting is an advantage

HOUSE KEEPING SUPERVISOR

- Male
- 25-35 yrs old
- College level
- With at least 3 years of experience in the same related position
- Strong background in hospital setting is an advantage
- Responsible for the training, assignment, direction, and supervision of a housekeeping and custodial force and for scheduling work in such a manner as to meet normal housekeeping requirements
- Makes frequent inspections of the building, including room, toilets, storage spaces, hallways, fixtures, and equipment to observe the results of work of the staff.
- To plan, assign, supervise, and inspect the work of a large group of subordinate personnel.

HOUSE KEEPING STAFF

- Male or female
- 20-30 years old
- At least HS Grad
- At least 1 year of experience in the same related experience
- Strong background in hospital setting
- Responsible for all Janitorial Services

MIS STAFF

- Male /Female
- 20-30 years old
- With pleasing personality
- Graduate of any 4 years computer related courses
- With at least 1 yrs. experience in the same related position

PROPERTY OFFICER

- Male
- 30-40 years old
- Graduate of any 4 years course
- With at least 1 yrs. experience in the same related position
- Strong background in hospital setting is an advantage
- Knowledge in computer is an advantage.
- With fixed Asset and auditing experience

PROPERTY CUSTODIAN

- Male
- 25- 35 years old
- Any 4 years buss related course
- With at least 2 yrs. of experience in the same related position
- Strong background in hospital setting is an advantage
- Must have knowledge of word processing or computer skills. (Word. Exel, Powerpoint)
- Knowledge in dealing with suppliers
- Knowledge in proper filling of documents.
 - Knowledge in Acquisition and Receiving of Property, Transfer of Asset , Inventory, Equipment Tagging and Fixed Asset Disposal

CENTRAL SUPPLY ROOM OFFICER -pooling

- Male or female
- With pleasing personality
- With very good communication skills
- 25-35 years old
- With at least 1 yrs. of experience in the same related position

- Strong background in hospital setting is an advantage

KITCHEN SUPERVISOR

- Female
- 30 yrs old up
- With pleasing personality
- Graduate of HRM or any 4 years related course
- With at least 1 yrs. experience in the same related position

RECEPTIONIST

- Female
- 20-30 years old
- With pleasing personality
- Graduate of any 4 years buss related course
- With at least 1 yrs. experience in the same related position
- Strong background in hospital setting is an advantage
- Good oral and written communication call center experience is an advantage.

ADMINISTRATIVE ASSITANT/MEDICAL SECRETARY

- Female
- 20- 35 years old
- Graduate of any 4 years course or at least 2 years medical courses
- With at least 1 yrs. of experience in the same related position
- Strong background in hospital setting is an advantage
- Willing to work Holidays and Sunday; 6 days a week
- Good oral and written communication call center experience is an advantage.

MIDWIFE (1)

- Female
- 25-35 years old

- Candidate must possess at least a Professional License (Passed Board/Bar/Professional License Exam), Medical Science or equivalent.
- At least 2 year(s) of working experience in the related position
- Strong background in hospital setting is an advantage

Interested applicants may submit their resume and other pertinent documents at Sacred Heart Medical Center HRD Office located at San Angelo, Sto Domingo Angeles City. Monday to Friday 8am until 5pm or email at shmc_recruit@yahoo.com or inquiries call Glence at 624- 5606 to 12 local 106 or 09166997022



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MANPOWER NEEDS- POOLING

NON MEDICAL

MEDICAL TECHNOLOGIST

- Male or Female
- 25-35 years old
- Bachelor's degree in Medical Technology
- With 2 years of experience in the same related position
- Strong background in hospital setting is an advantage
- Applicant must take and pass local board for Medical Technologist.

RAD TECH -urgent

- Male /Female
- 20-30 years old
- Bachelor science in BS RT or Associate in Radiological Tech
- With at least 1 yrs. experience in the same related position

- Strong background in hospital setting is an advantage
- Applicant must take and pass local board

MIDWIFE

- Female
- 25-35 years old
- Candidate must possess at least a Professional License (Passed Board/Bar/Professional License Exam), Medical Science or equivalent.
- At least 2 year(s) of working experience in the related position
- Strong background in hospital setting is an advantage

AMBULANCE DRIVER/DRIVER

- Male
- 25-35 years old
- At least college level
- With at least 3 yrs. of experience in the same related position
- Willing to work Holidays and Sunday; 6 days a week
- With current valid driver's license
- Basic Emergency Medical Tech training or any other medical emergency course is an advantage

PHYSICAL THERAPIST

- Male OR Female
- 20-35 years old
- Graduate of BS Physical Therapist
- With at least 1 yrs. experience in the same related position
- Strong background in hospital setting is an advantage
- Applicant must take and pass local board for BS PT.
- Male/Female

NUTRITIONIST/DIETITIAN

Male/Female

20- 35 years old

Graduate of BS Nutrition and Dietetics

With at least 1 yrs. of experience in the same related position

- **Strong background in hospital setting is an advantage**
Willing to work Holidays and Sunday; 6 days a week
- **Applicant must take and pass local board for Nutritionist/Dietitian.**
- **Can handle payroll**
- **Strong background in hospital setting is an advantage**
- **Knowledge in a accounting tasks is an advantages**

NURSING VOLUNTEERS

- **Male/ Female**
- **20-30 years old**
- **Nursing grad**
- **RN registered**
- **With IVT and BLS certificates**

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