

Customer Service & Operations, Assistant Manager

Job Description

- Handling general office & administration duties
- To assist in the supervision of the administration team
- Responsible for general accounting operations
- Handle calls and customer inquiries with excellent problem-solving skills in a creative manner.
- Perform additional duties as required, such as ad-hoc project, reporting etc.

Requirements

- Degree holder in any discipline.
- Minimum 2 – 3 years' experience in administration, with customer services experience will be an advantage.
- Ability to think strategically and to lead, advanced troubleshooting and multi-tasking skills.
- Excellent communication and presentation skills
- Good command of spoken and written English and Chinese.
- Positive attitude and strong desire to deliver exceptional results with great attention to accuracy and detail.
- Immediate availability is highly preferred.

Please submit your resume with expected salary to recruit@mediconcen.com.

All applications will be treated strictly confidential for recruitment purpose only.
Unselected candidates will be considered for other vacancies.



MediConCen Limited

Unit A-C, 10/F, Infotech Centre, 21 Hung to Road, Kwun Tong, Hong Kong

info@mediconcen.com
www.mediconcen.com

The first medical ecosystem by Blockchain

We have built the first blockchain insurance medical ecosystem in Asia Pacific. Our blockchain will instill trust to even the smallest bonesetters, mobilizing medical experts all over the world to serve the insured population without middleman. Recently, we won the HKICT startup award - Software & Apps, Junior Prize and the People's Choice Award at HKU DreamCatchers 100K 2018, the US\$10K prize in India Vizag Million Dollar Challenge and we are admitted in Cyberport's Incubation Program.

We are now recruiting Customer Service Officer (Part-time) and the job details are as follows:

Customer Service Officer (Part Time)

Role & Responsibilities

- Handle customer booking process and phone inquiries.
- Conduct troubleshooting and handle the job orders when service inspections are required.
- Maintain customer records through information received from incoming calls.
- Ensure the calls are handled according to the company's service level.
- Assist with ad hoc duties as assigned.
- Working schedule:
 - 1) 2-4 days work roster from Monday to Sunday
 - 2) Two shifts: 09:30am to 02:30pm / 02:30pm to 07:30pm

Requirements

- Higher Diploma or above, preferably with at least 1 year of working experience in customer service or related industry.
- Fresh graduates may also be considered.
- Good telephone manner, patient, and willing to serve.
- Able to communicate in Cantonese, English, and Mandarin.
- Proficient in MS Office and Chinese Word Processing

Employment and remuneration

Interested parties please send email to recruit@mediconcen.com and attach your full CV and cover letter with your current and expected salary as well as the date of availability.



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Officer, Human Resources & Business Development Support

Job Description

- Handle all-rounded HR & Business Development support tasks.
- Provide support in employee compensation, leaves record, attendance, medical insurance administration and all personal data & corresponding.
- Assist sales team to plan, organize and monitor sales campaigns.
- Provide clerical & administrative support to the sales team.
- Assist to organize company functions and activities.
- Provide support and participate in ad-hoc projects as assigned.

Requirement

- Degree or above (fresh graduate are also welcome)
- Good command in English and Cantonese
- Excellent communication and presentation skills
- Positive attitude and strong desire to deliver exceptional results with great attention to accuracy and detail.
- Experience in performing Human Resource and Administration experiences will be an advantage.
- Advanced knowledge of Excel is highly preferred.
- Immediate availability is highly preferred.

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We are now recruiting Software Engineer/ Senior Software Engineer and the job details are as follows:

Software Engineer / Senior Software Engineer

Role & Responsibilities

- Lead the discussion, planning with teammates and stakeholder to achieve project goals.
- Responsible for hands-on development with web and server-side programming.
- Work closely with the creative design team on delivery high-quality web application projects.

Requirements

- Proficiency in Nodejs, PHP and MySQL.
- Proficiency in RESTful API.
- Experience in React/Vue.js or other modern web frameworks would be an advantage.
- Experience in Blockchain, Nodejs, GoLang would be an advantage.
- Experience in AWS / GCloud would be an advantage.
- You are a team leader, detailed oriented, self-motivated, and good at leading a developing team.
- Bachelor degree/High Diploma holders in Information Technology, Computer Engineering, Computer Science or related disciplines.
- 3 years or above relevant experience would be preferred.
- Candidates with less experience will be considered as Software Engineer

Employment and remuneration

- 5-day working week
- Group medical benefits
- Performance Bonus

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