

Zens Medical Centre

<https://zensmedical.com/job/communications-officers/>

COMMUNICATIONS OFFICERS

Job Location

Zens Nadi HQ

Description

📍: Zens Nadi

Date posted

March 2, 2026

📌: Only shortlisted applicants will be contacted for interviews.

📋:

- Completion of Year 13 with a certification in Customer Service or an equivalent qualification.
- A minimum of 2 years of experience in Customer Service, including proficiency in Telephone Etiquette and Netiquette.
- Proven experience in a Telephone Operator role, demonstrating exceptional attention to detail.
- Strong interpersonal and Customer Service skills, with a focus on building positive relationships.
- Previous experience in a hospital or health organization is an advantage.
- Competent in computer use, including touch typing skills.
- Experience in customer support roles, with a solid understanding of patient management systems.
- Excellent written and verbal communication skills in English. Fluent in other languages is a plus.
- Willingness to work flexible shifts as required. (Day Shift and Night Shift).
- Strong accuracy in scheduling appointments and managing time effectively.
- Demonstrates ability to perform well under pressure, with strong organizational skills.
- Creative thinker with the ability to solve problems effectively.
- Independent and self-motivated, capable of working independently.
- Knowledge of Occupational Health and Safety (OHS) standards in the workplace.
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Criteria:

- Cover Letter.
- Updated Curriculum Vitae.
- Relevant Certificates.
- Good character references from two (2) professional referees.

ANNUAL GROSS SALARY: FJ\$11,700.00 – \$12,402.00 per annum

Contacts

Submission Close by: 13th March 2026

Email: recruitment@zensmedical.com

Valid through

13.03.2026