Zens Medical Centre

https://zensmedical.com/job/concierge/

CONCIERGE

Job Location
Zens Nadi HQ

Date posted
March 2, 2026

Description
□□□□□□□□□□□□□□□□□: Zens Nadi

□□□□□□□□: Only shortlisted applicants will be contacted for interviews.

□□□□□□□□□□□□□□□□□□□□□□□□□□□:

- Greet patients at entrance and guide them to Reception or relevant departments.
- Serve as the primary contact for patient inquiries, assistance, and information needs.
- Address patient requirements promptly and professionally.
- Provide patient care and support when requested.
- Handle complaints effectively, resolving issues or escalating appropriately.
- Maintain safety and security of premises, staff, patients, and assets.
- Support staffing needs through roster coordination.
- Ensure cleanliness standards meet infection prevention protocols.
- Conduct regular risk assessments.
- Patrol facility at set intervals, monitoring patient parking availability.
- Remain accessible and responsive at all times.
- Maintain accurate log registers.
- Issue visitor cards to corporate clients and suppliers.
- Demonstrate knowledge of Occupational Health & Safety (OHS) standards.

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