Zens Medical Centre

https://zensmedical.com/job/customer-service-officers/

CUSTOMER SERVICE OFFICERS

Job Location
Zens Nadi and Lautoka

Date posted
March 2, 2026

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

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- Year 13 pass or Diploma in Customer Service (or equivalent).
- Patient representative or cashiering background (advantageous).
- Knowledge of medical terminology and practices.
- Fluent, confident English communication (multilingual speakers preferred).
- Excellent patient interaction, interpersonal, and telephone/netiquette skills.
- Strong computer literacy (Microsoft Office Suite: Word, Excel, Outlook, Access).
- Meticulous attention to detail with superior organizational abilities.
- Proven ability to perform under pressure while delivering exceptional outcomes.

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