

➤ **Administration Executive**

This role is responsible for managing the complete operation and performance of the clinic: adhere to budget, forecast expenses, manage vendor relationships, order supplies, and monitor compliance. The incumbent in the role is required to manage systems and relationships to ensure quality care, safety, regulatory compliance and patient satisfaction. This role is required to have the capacity to develop effective relationships at all levels of the organization and to influence positive outcomes.

This person should be well-versed in computer skills with strong proficiency in MS Word, Excel, PowerPoint, and MS Outlook.

**Educational Qualifications:** Bachelor's degree in any discipline