



JOB OPPORTUNITIES

Kairuki Hospital is a leading private hospital in Tanzania, owned by Kairuki Health and Education Network. Established in March 1987 (formerly Mission Mikocheni Hospital), the hospital provides a wide range of healthcare services.

Position: Hospital Receptionist (2 Positions)

Location: Dar Es Salaam (Mikocheni)

Employment Type: Full-Time Contract

Job Overview

We are seeking professional and compassionate hospital receptionists to join our team. As the first point of contact for patients and visitors, you will play a vital role in creating a welcoming environment and ensuring smooth hospital operations.

Key Responsibilities

1. - Greet and assist patients, visitors, and staff in a courteous manner
2. - Manage patient registration, appointment scheduling, and check-ins
3. - Answer and direct phone calls efficiently
4. - Maintain accurate patient records in the hospital's electronic system
5. - Handle billing inquiries and insurance verification
6. - Uphold confidentiality and comply with hospital policies
7. - Provide administrative support to medical and nursing staff

Qualifications and Skills

- Diploma in Front Office Management, Office Administration, Health Records, or related field

- Knowledge of medical terminology and hospital procedures is an added advantage
- Strong communication and interpersonal skills
- Proficiency in computer applications (Microsoft Office)
- Knowledge of Electronic Medical Record (EMR) systems
- Ability to multitask and remain calm under pressure
- Compassionate, professional, and patient-centered attitude
- Minimum of 2 years' proven work experience in a health facility

How to Apply

Interested candidates should submit:

- Application letter
- Updated CV
- Certified copies of academic/professional certificates
- Testimonials
- Names and contacts of two referees

Send applications via email to hr@kairukihospital.org

Deadline: 17th May 2026

Note:

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.