



An AEA Company



## International SOS - Worldwide Reach, Human Touch

International SOS is the world's leading provider of medical assistance, international healthcare, security services and outsourced customer care. The company was founded in Indonesia in 1984 and now employs over 11,000 people worldwide, with more than 700 locations offices in 89 countries. The company is aiming to accelerate the growth of the business across Indonesia.

We are looking to appoint new talent to join our company as:

## JAPANESE PATIENT RELATION OFFICER

As Patient Relation Officer you will assist & direct patients in registration processing and to fill administration documents then to arrange their appointment with the doctor.

### Key skills / Qualities :

- Fresh graduated from Japanese Language and preferably min. 1 (one) year experience in customer service
- Fluent English ( both written and spoken )
- Computer literate ( MS Word, Excel )
- Strong communication and interpersonal skills
- Able to work independently on tasks at hand as well as in a team
- Strong work ethic demonstrated by behavior, appearance, attitude and initiative
- Respect confidentiality of company, medical and personal documentation
- A high standard of administrative skills, correspondence in English and management of filling systems
- Willing to work on shift schedule

Please send your application with the recent photograph and career details to :

**PT. Asih Eka Abadi (International SOS)**

**Human Resources Dept.**

**Jl.RAMBU No 17, RT 005 RW 06, Cipete Selatan, Jakarta Selatan 12410**

**E-mail : [hordsos\\_recruitment@internationalsos.com](mailto:hordsos_recruitment@internationalsos.com)**

**To learn more about us please visit to [www.sosindonesia.com](http://www.sosindonesia.com)**

Or,

You could reach us on:

021-7505973 ext. 8408 (Susan), 8404 (Cita) or 8402 (Eri)

0811 816 4785 (Inggriani)

