

Columbia China is a privately-held, Shanghai-based healthcare company serving the growing needs for world-class medical facilities across China with single and multi-specialty hospitals, rehabilitation facilities and clinics. Columbia China is dedicated to offering patients high quality, personalized care in a clean, modern environment with access to highly trained doctors and advanced medical technologies. Facilities are currently under development in the cities of Shanghai, Wuxi, Jiaxing, Changzhou.

We are looking for Clinic Customer Service Intern, Group HR Intern, Wuxi Clinic Sales & Marketing Intern, if you are interested in our position, please send your resume to: ressy.pang@columbia-china.com.

Clinic Customer Service

Position Description:

Receptionists have a unique responsibility of making a good first impression, which can impact the success of our company for a long time. Typically they are the first line of employees that patients or visitors interact with, so they must be friendly, professional and helpful to everyone. They are responsible for answering and transferring all calls, greeting patients and visitors, handling inquiries and providing information related to the clinic.

- 1) To be polite and friendly at all times, always greeting patients warmly and cheerfully.
- 2) Receive and direct all incoming and internal phone calls. To transfer all calls to the appropriate extension, ensuring that the caller is connected to the person required.
- 3) Assist all patients and visitors with general information and referrals to all enquiries.
- 4) Maintain a close liaison with nurses informing them of patient arrivals.
- 5) Co-ordinate with the Cashier to assist patients with the filling out of various insurance claim forms.

Working Hours: At least 4 days per week

Education Background: no preference

Intern Salary: RMB 120-150 per day

Location: 25F, No 1468 West Nanjing Road, Jingan District, Shanghai

Group HR Intern

Position Description:

1. Organize English course/ English Salon;

2. Assist to making phone calls with applicant professionally and arrange interview for HR team;
3. Assist to recruit, such as CV screening, job announcement maintain/refreshing and so on;
4. Others duties assigned by hiring manager.

Working Hours: At least 4 days per week

Education Background: no preference

Intern Salary: RMB 120-150 per day

Location: 7F, No 1766 Beiai Road, Pudong District, Shanghai

WUXI Clinic Sales and Marketing

Position Description:

- 1.Sales & Marketing related education background or working experience;
- 2.Good communication skills;
- 3.Good team working skills;
- 4.Fluent Chinese is preferred;

Working Hours: At least 4 days per week

Education Background: no preference

Intern Salary: RMB 120-150 per day

Location: 6-102, No 26 Hefeng Roadm, Xinwu District, Wuxi

If you are interested in our Intern position, please feel free to contact **Ressy Pang, 021-68783655-5602,**
or ressy.pang@columbia-china.com