



# **JOB ANNOUNCEMENT**

## BE A PART OF UCB

To fulfill our business expansion, both experience and non-experience are invited to join

## **Nurse and Admin**

### Responsibilities:

- Provide first-aid to employees
- Provide presentation and refresh regularly on first-aid and health-care knowledge, insurance package to employees
- Coordinate medical claim, insurance claim and settlement for all staffs and report
- Provide consultation on the health and trued hospitalization service providers
- Uphold the behavioral, service and performance standards
- Perform daily and monthly and other task assigned by Management

#### Requirements:

- Midwife or Nurse Certificate or health equivalent degree
- At least 1 year of working experience in nursing or medical
- Good and written and spoken English
- Good commitment and proactive
- Computer Literate, in particular Microsoft Office application