

## **Facility In-Charge | OPD Setup – 250GB, near Toba Tek Singh**

📍 **Full-time | Monday–Saturday, 8:00 AM – 4:00 PM**

This pivotal role requires a dynamic professional who can seamlessly combine strong medical expertise with robust administrative and donor management skills.

### **Key Responsibilities**

- Provide direct patient care, including diagnosis, treatment, and counseling
- Order and interpret lab tests to support clinical decisions
- Maintain confidential and accurate medical records
- Supervise OPD staff (nurses, lab technologists, front desk, paramedics)
- Organize regular team meetings to monitor service quality and outcomes
- Ensure patient comfort and operational efficiency
- Manage and resolve patient complaints with professionalism
- Prepare and submit operational and financial reports for Head Office and donors.
- Manage inventory and ensure availability of medical and non-medical supplies
- Implement SOPs to maintain quality standards and regulatory compliance

### **Requirements**

- ✓ MBBS with valid medical license
- ✓ 3–5 years of clinical and administrative experience, preferably in similar settings
- ✓ Strong leadership, organizational, and communication skills
- ✓ Experience managing donor-funded projects is highly desirable
- ✓ Commitment to high standards of patient care and operational excellence