KIDNEY AWARENESS MONITORING & PREVENTION SOCIETY A non-profit voluntary organization

# Job Description:

## Asst. Manager

## Kidney Awareness Monitoring and Prevention Society (KAMPS)

House # 21, Road # 03, Block # B, Noboudoy R/A, Mohammadpur, Dhaka-1207. Cellular : 02-41023509, 01790-666888, 01762-241183 E-mail : kampsbdorg@gmail.com, web: http:/kampsbd.org Facebook: www.facebook.com/kampsbdorg, YouTube: KAMPS Bangladesh

# Vacancy: 05

## Job Context:

Kidney Awareness Monitoring and Prevention Society (KAMPS) is currently seeking three full time Asst. Manager to join our Team in developing the overall dialysis unit & Pathology growth strategy and direction of the upcoming Hospital Development Project.

#### Job Location: Any Branch of KAMPS

#### Job Responsibilities

- Responsible for the achievement of KAMPS mission, vision, short and long-term goals and financial objectives.
- Responsible for planning, development and implementation of brand strategy and successful introduction of the organization brand to established reputation of the organization.
- Responsible for any other projects/assignments assigned by the top management from time to time.
- Good basic computer skills typing and practice of web browsing, App and MS office, Excel.
- Coordinate doctors, medical staff and support team.
- Assist to recruit new doctors / evaluate performance for all Employees as directed.
- Monitor and supervise the patient service quality.
- Counselling with the patients over phone on any health issue.
- Attending and learning about of KAMPS seminar, workshop, and any other healthcare related meetings.
- Review and reply health related incoming and outgoing e-mails etc.

# Employment Status: Full-time

#### **Educational Requirements:**

Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Masters degree in any discipline

Educational Requirements: BBA/MBA/Master's degree in any discipline.

#### **Experience Requirements**

- At least 1 year
- The applicants should have experience in the following business area(s): Hospital, Diagnostic Centre & Clinic.

## **Additional Requirements**

- 1 year working experience as hospital level
- The applicants should have experience in the following business area(s): Hospital, Healthcare/Lifestyle product, Diagnostic Centre, Clinic, Marketing, Hospital Administration, Sales & Marketing activities.
- Experiences in health administration additional.
- Computer literacy especially in MS-Office, Excel, Power Point Presentation.
- Must have good communication skill.
- Planning, organizing, leadership and motivation skills must.
- Enthusiastic hardworking and strong sense of team work.

## Job Location: Anywhere in Bangladesh

Salary

• As per organizations Policy

House # 21, Road # 03, Block # B, Noboudoy Residential Area, Mohammadpur, Dhaka-1207. Phone : 02-48118136, Mobile : 01790-666888, 01762-241183 E-mail : kampsbdorg@gmail.com, website : www.kampsbd.org



#### **Company Description:**

Head office: Kidney Awareness Monitoring and Prevention Society (KAMPS) House # 21, Road # 03, Block # B, Noboudoy R/A, Mohammadpur, Dhaka-1207. Cellular : 01790-666888, 01762-241183 E-mail : <u>kampsbdorg@gmail.com</u>, web: http://kampsbd.org

**Branch office: KAMPS Kidney & Dialysis Center-Tangail** House # 41, Road # 03/01, Block # C, Kodalia, Tangail Cellular: 01755-001830.

**Branch office: KAMPS Kidney & Dialysis Center -Chandpur** 568/1, Bangabandhu Road, Chandpur Sadar, Chandpur. Cellular: 01762-241810.

**Branch office: KAMPS Kidney & Dialysis Center -Madaripur.** 186, Madaripur Main Road(Opposite side of Fire Service Office), Madaripur. Cellular : 01789-168550

**Branch office: KAMPS Kidney & Dialysis Center -Sakhipur.** Dhaka Road, Sakhipur Pourosava, Sakhipur Cellular : 01709-911089

**Branch office: KAMPS Kidney & Dialysis Center -Nawabganj.** Kashimpur, Dohar road, Nawabganj, Dhaka. Cellular: 01817-985799.

**Branch office: KAMPS Kidney & Dialysis Center - Jhenaidah.** Jhenaidah Central Bus Terminal, Dhaka Road, Jhenaidah Sadar, Jhenaidah. Cellular: 01817-985799

## Branch office: KAMPS Kidney & Dialysis Center -Ghatail

Monir Khan Tower, Ghatail Dokhin Para, Main Road, Ghatail, Tangail. Cellular: 01709-172660

KAMPS is working relentlessly to make the people of the country to aware about prevalence, causes and impact of kidney diseases and help then find out the ways to prevent such dreadful kidney failure by practicing healthy lifestyles. KAMPS has its own screening center working throughout the year. However, KAMPS conduct survey in different group of population to find out hidden kidney disease as well as common causes of kidney diseases in our country to stress policy makers to adopt appropriate strategy to prevent kidney failure in the perspective of our people and environment. Moreover, KAMPS gives lifesaving dialysis in kidney failure patient by its ideal dialysis center at Dhaka, Tangail, Chandpur, Madaripur, Sakhipur, Nawabganj, Jhenaidah & Ghatail.

Md. Sojib Si Asst. General Manager Kidney Awareness Monitoring & Prevention Society (KAMPS)

House # 21, Road # 03, Block # B, Noboudoy Residential Area, Mohammadpur, Dhaka-1207. Phone : 02-48118136, Mobile : 01790-666888, 01762-241183 E-mail : kampsbdorg@gmail.com, website : www.kampsbd.org