

Hospital Administrator

[Apply Now](#)

Company: Fuzu

Location: Nigeria

Category: other-general

Job Summary

Contract Type:

Sign up to view job details.

Education, Qualifications and Experience

A Bachelor's Degree is essential

Master's Degree in Healthcare or Business Management or Degree in Health related field

Proven ability in Hospital Management including human resources, planning, Finance, budgeting and ability to drive business development

Prior experience as a hospital administrator and a minimum of 5 years experience in a managerial role & conversant with technology.

Desirable:

Master's Degree in Healthcare or Business Management or Degree in health related area

Experience in the management of a health care practice

Ability to work well under pressure while multitasking within a fast-paced environment and effectively react to emergency situations.

Strong leadership, customer service, and personnel management skills and experience

Demonstrated working knowledge of business management and planning skills.

Working knowledge of budget processes & Finance

Strong analytical skills to comprehend complex medical, administrative and financial information.

Excellent organizational, communication, flexibility and interpersonal skills. In-depth experience with problem-solving and decision-making.

Working knowledge of computer systems including Microsoft Word, Excel, and PowerPoint

Knowledge, Skills & Abilities Required:

Knowledge of fiscal management and human resource management

Knowledge of accounting systems and budgeting

Skills in planning, organizing, and supervising.

Skills in exercising initiative, judgment, problem-solving, and decision-making.

Skills in developing and maintaining effective relationships with medical and administrative staff, patients and the public.

Ability to communicate effectively both in writing and verbally.

Ability to handle information in a confidential manner.

Responsibilities

General Administration:

Monitor patient scheduling, referrals and patient satisfaction

Interact with patients and address concerns or issues of complaints to ensure high quality patient care and the delivery of excellent customer service

Ensure constant updates relating to laws and standards of medical practice

Identify strategies for growth and execute plans to achieve growth goals

Responsible for ensuring compliance with all established policies.

Responsible for managing revenue, expenses and budgeting.

Support & implement I.T systems

Responsible for developing business strategies and proposals in line with expansion objectives

Work with key clinical staff, ensure compliance with practice protocols and procedures, review and update as required

Support the development and review Health & Safety policies and procedures and keep abreast of current legislation

Ensure the premises are properly maintained and cleaned and security systems are in place.

Human Resource Management:

Foster a productive work environment amongst members of staff

Implement work policies and staff performance appraisals

Provide advice on staff training needs to the Medical Director and arrange where appropriate

Management of staff meetings and other internal communications

Ensure all staff and doctors are kept informed on all policy changes

Direct supervision and coaching of non-clinical staff

[Apply Now](#)

Cross References and Citations:

- 1. Hospital Administrator Gynecologistjobs Jobs Nigeria Gynecologistjobs ↗**
- 2. Hospital Administrator Securityguardjobs Jobs Nigeria Securityguardjobs ↗**
- 3. Hospital Administrator Jakartajobs Jobs Nigeria Jakartajobs ↗**
- 4. Hospital Administrator Londonjobscareer Jobs Nigeria Londonjobscareer ↗**
- 5. Hospital Administrator Finddriverjobs Jobs Nigeria Finddriverjobs ↗**

6. [Hospital Administrator Fitnessjobs Jobs Nigeria Fitnessjobs ↗](#)
7. [Hospital Administrator Asiajobscareers Jobs Nigeria Asiajobscareers ↗](#)
8. [Hospital Administrator Therecruiterjobs Jobs Nigeria Therecruiterjobs ↗](#)
9. [Hospital Administrator Chinajobs Jobs Nigeria Chinajobs ↗](#)
10. [Hospital Administrator PerujobsJobs Nigeria Perujobs↗](#)
11. [Hospital Administrator LaboratoryjobsJobs Nigeria Laboratoryjobs↗](#)
12. [Hospital Administrator SoftwarejobsJobs Nigeria Softwarejobs↗](#)
13. [Hospital Administrator Therapistjobs Jobs Nigeria Therapistjobs ↗](#)
14. [Hospital Administrator Architecturejobs Jobs Nigeria Architecturejobs ↗](#)
15. [Hospital Administrator Raleighjobs Jobs Nigeria Raleighjobs ↗](#)
16. [Hospital Administrator PolicejobsJobs Nigeria Policejobs↗](#)
17. [Hospital Administrator Smartjobsearch Jobs Nigeria Smartjobsearch ↗](#)
18. [Hospital Administrator Bahrainjobs Jobs Nigeria Bahrainjobs ↗](#)
19. [Hospital administrator Jobs Nigeria ↗](#)
20. [AMP Version of Hospital administrator ↗](#)
21. [Hospital administrator Nigeria Jobs ↗](#)
22. [Hospital administrator JobsNigeria ↗](#)
23. [Hospital administrator Job Search ↗](#)
24. [Hospital administrator Search ↗](#)
25. [Hospital administrator Find Jobs ↗](#)

Source: <https://ng.expertini.com/jobs/job/hospital-administrator-nigeria-fuzu-8ef1b30f11/>

Generated on: 2024-05-03 by [Expertini.Com](#)