



CURA PHYSIO

H. Buruneegey Dhekunuge ,101
Male', Maldives
+960 950 8271

WE ARE HIRING!

Join our team at **Cura Physio** a physiotherapy clinic dedicated to providing holistic rehabilitation and fitness solutions in the Maldives. We are looking for a customer-oriented and organized individual to fill the position of **Front Desk Receptionist (Part-time / afternoon and evening)**.

As the face of our clinic, you will be the first point of contact for our patients, creating a welcoming and efficient environment.

Key Responsibilities

- **Patient Relations:** Greet patients warmly upon arrival, manage the check-in/check-out process, and answer inquiries via phone, email, and social media.
- **Appointment Management:** Schedule, reschedule, and confirm patient appointments efficiently using our booking system.
- **Billing & Cash Handling:** Process payments (cash, card, bank transfers), issue invoices, and maintain accurate daily financial records.
- **Administrative Support:** Maintain a clean reception area, manage patient files with strict confidentiality, and coordinate daily schedules.

Qualifications & Requirements

- Completed O'Level or A'Level qualifications.
- Previous experience in a receptionist, customer service, or administrative role is preferred.
- Excellent communication skills in both **Dhivehi and English** (written and spoken).
- Proficiency in basic computer applications (MS Word, Excel, web-based applications) and messaging/social media channels.
- Friendly, approachable personality with strong organizational skills.

What We Offer

- Competitive salary package (negotiable based on experience).
- A supportive, professional, and positive working environment.
- Comprehensive on-the-job guidance.

How to Apply

Interested candidates, please send your updated **CV, ID Card Copy, and relevant certificates** to:

- **Email:** hhcmaldives@gmail.com
- **Application Deadline:** 09th September 2026

**Only shortlisted candidates will be contacted for an interview.*