

Hmedix Recruitment – Jobs Application 2025/2026

Description

Hmedix, a leading healthcare organization, is seeking qualified and dynamic individuals to join our team as Healthcare Administrators. As a Healthcare Administrator, you will play a crucial role in ensuring the smooth and efficient operation of our healthcare facilities. This position requires a highly organized and detail-oriented individual with excellent communication and leadership skills.

Responsibilities

- **Facility Management:** Oversee the day-to-day operations of healthcare facilities, ensuring a safe and comfortable environment for patients and staff.
- **Staff Coordination:** Coordinate and manage healthcare staff, including doctors, nurses, and administrative personnel, to optimize workflow and ensure high-quality patient care.
- **Budget Management:** Monitor and manage budgets for healthcare facilities, making strategic decisions to optimize resource allocation and cost-effectiveness.
- **Compliance:** Ensure compliance with healthcare regulations and policies, maintaining accurate records and documentation.
- **Patient Relations:** Foster positive relationships with patients, addressing concerns and ensuring a high level of patient satisfaction.
- **Technology Integration:** Implement and oversee the integration of healthcare technologies to enhance operational efficiency and patient care.
- **Quality Improvement:** Develop and implement initiatives to continuously improve the quality of healthcare services provided.
- **Strategic Planning:** Contribute to the development and execution of strategic plans for healthcare facilities, aligning with organizational goals.

Qualifications

- Bachelor's degree in Healthcare Administration, Business Administration, or a related field. Master's degree preferred.
- Proven experience in healthcare administration or a related role.
- Strong understanding of healthcare regulations and compliance standards.
- Excellent organizational, communication, and interpersonal skills.
- Ability to make sound decisions under pressure and resolve issues effectively.
- Proficiency in using healthcare management software and technology.
- Leadership skills with the ability to motivate and manage a diverse team.

Job Benefits

- Competitive salary commensurate with experience.
- Comprehensive health and dental insurance.
- Retirement savings plan.
- Professional development opportunities.
- Employee wellness programs.

Hiring organization

Hmedix

Employment Type

Intern

Industry

Pharmacy

Job Location

Abuja, Federal Capital Territory, NG, 900001, Abuja, Abuja, Nigeria

Working Hours

9

Date posted

July 1, 2025

Valid through

10.12.2026

- Flexible work schedules.

Contacts

Interested candidates should submit their resume and a cover letter outlining their qualifications and relevant experience.

[HMedix Jobs Application](#)

Hmedix is an equal opportunity employer. We encourage candidates from all backgrounds to apply. Only shortlisted candidates will be contacted for interviews. We appreciate your interest in joining our team at Hmedix.