Vacancy Announcements

Company: Lavish Medical Spa

Date of Announcement: April 26, 2026

Job Vacancy

1. Licensed Junior Phlebotomist
2. Receptionist (Part-time)

Position 1: Licensed Junior Phlebotomist

Position Overview

Lavish Medical Spa is seeking a licensed Junior Phlebotomist to join our team. This position is ideal for fresh graduates who are licensed and eager to gain hands-on clinical experience in a professional setting. Training and supervision will be provided.

Key Responsibilities

1. Blood Collection

- Perform venipuncture and capillary sampling under initial supervision
- Ensure patient comfort and proper technique

2. Patient Care

- Prepare and communicate with patients professionally
- Verify patient identity and procedure details

Sample Handling

- Label, store, and transport specimens correctly
- Maintain sample integrity

3. Infection Prevention

- Follow strict aseptic techniques
- Proper use of PPE and sharps disposal
- Workstation Preparation
- Prepare phlebotomy materials and maintain cleanliness

4. Documentation

- Record procedures accurately

Job Requirements

Qualifications:

- Diploma or Degree in Medical Laboratory Science (or related field)
- Valid and renewed professional license (mandatory)

Experience:

- 0 years required (fresh graduates are encouraged to apply)

Skills:

- Basic knowledge of phlebotomy procedures
- Good communication and patient handling
- Willingness to learn and follow protocols
- Professional attitude and attention to detail

Employment Details

Employment Type: Full-time
Salary: Entry-level
Number Required: 1

Application Process

Submit:

- CV/Resume
- Copy of professional license
- Supporting documents

Subject: Licensed Junior Phlebotomist Applicant
Email: doctornatnael2@gmail.com
Telegram: @natispectre
Deadline: May 3, 2026

Job Vacancy: Receptionist (part-time)

Position 2: Receptionist (part-time)

We are pleased to announce a part-time vacancy for the position of Receptionist at our Medical Spa.

The role requires working exclusively on Sundays from 8:00 AM to 5:00 PM.

Key Responsibilities

- Greet and assist clients with professionalism and warmth
- Manage appointment scheduling and client inquiries
- Maintain reception area and ensure smooth front-desk operations

Requirements

- Proficiency in English (mandatory)
- Strong communication and organizational skills
- Previous experience in customer service or reception is an advantage

If you are enthusiastic, reliable, and enjoy working in a client-focused environment, we invite you to apply.

Application Process

Interested applicants who meet the requirements should submit:

- CV/Resume
- Supporting documents

Within 7 consecutive day a resume/CV, Document and cover letter. Please include "RECEPTIONIST" in the subject line.

Email: doctornatnael2@gmail.com
Telegram: @natispectre
Deadline: May 1, 2026