Vacancy Announcements

Organization: MIOT Health Care Service

Location: Addis Ababa

Employment: Full Time

Date of Announcement: March 10, 2025

Deadline: March 18, 2025

1. Position: Front desk / Reception

Addis Ababa, Ethiopia

Job Type: Onsite - Full Time
Gender Needed: Female
Vacancies: 1
Education Qualification: Bachelors Degree
Salary: 15000 ETB

Job Description

MIOT healthcare service is seeking a friendly and organized Front Desk/Receptionist to join our team. If you're great with people and have excellent communication skills, we want you to help create a positive first impression for our visitors!

Key Responsibilities:

- Greet and assist visitors in a professional and friendly manner.

- Answer phone calls, schedule appointments, and direct inquiries.

- Manage office supplies and ensure the front desk area is tidy.

- Assist with administrative tasks as needed.

Qualifications:

- Strong communication and customer service skills.

- 1+ Years experience in a receptionist or administrative role in a medical setup.

- Ability to multitask and stay organized in a fast-paced environment.

- Proficiency in English language and MS Office software is required.

2. Position: Medical Marketing specialist

Addis Ababa, Ethiopia

Job Type: Onsite - Full Time
Gender Needed: Both
Vacancies: 2
Education Qualification: Bachelors Degree
25000 ETB + Bonuses

Job Description

The Medical Marketing Specialist will be responsible for executing promoting our services, and brand within the healthcare sector in Ethiopia. The ideal candidate will have a deep understanding of healthcare marketing trends, strong communication skills, and the ability to collaborate with cross-functional teams to deliver targeted,

effective marketing campaigns.

Key Responsibilities:

- Implement marketing strategies to promote our services.

- Manage content for digital platforms, including websites, social media, and email marketing campaigns.

- Coordinate and execute marketing campaigns and coordinate with our medical teams.

- Conduct market research to identify trends, competitors, and opportunities for growth.

- Develop and maintain relationships with healthcare professionals, medical institutions, and industry influencers.

- Monitor the effectiveness of marketing initiatives and adjust strategies to maximize engagement and ROI.

- Stay up to date on healthcare regulations, compliance, and marketing best practices.

- Collaborate with internal teams to create educational materials and resources for healthcare providers and patients.

- Support the development of promotional materials, including brochures, presentations, and advertisements.

Qualifications:

- Bachelor’s degree in Medicine, Nursing, Public Health, Marketing, Communications, or a related field.

- 1+ years of experience in marketing within the healthcare or medical industry.

- Strong understanding of medical terminology, healthcare regulations, and industry trends.

- Excellent written and verbal communication skills in both Amharic and English.

- Proven experience in digital marketing and campaign management.

- Ability to work independently and collaboratively in a fast-paced, team-oriented environment.

- Detail-oriented with strong organizational and project management skills.

How to Apply:

Please submit your application through https://forms.gle/vsDnEqmP16vCp4C46

We look forward to hearing how you can contribute to our team and help drive success in the healthcare marketing space!