



Job Description

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| 1. Job Particulars: | |
| Job Title: Graduate Intern | Department: Medical |
| Reporting Line: allocated mentors | Travel: none |
| Fixed Term Contract (12 months) | Number of Interns: 1 |
| 2. Purpose of Job: | |
| To provide graduates with an opportunity to acquire practical work experience and exposure to workplace practices through mentorship, coaching and assisting within the relevant department. | |
| 3. Duties graduates will gain exposure to and provide assistance with: | |
| <p>General Administration Assistance with the following:</p> <ul style="list-style-type: none"> • Document preparation: Drafting, formatting, and reviewing documents such as reports, memos, and emails. • Appointment coordination between medical staff including pre and post events support • Handling communication for BokSmart enquiries • Maintenance of filing system (digital and hard copy records of medical statistics) • Processing payments for all medical Doctor's, supplier and physiotherapist • Travel bookings and logistics <p>Safeguarding:</p> <ul style="list-style-type: none"> • Assist on data entry and management by: <ul style="list-style-type: none"> ○ Accurately inputting and updating confidential safeguarding information in databases or spreadsheets ○ Manage database from the unions and upload documents on Safeguarding system • Where required, assist with liaising with unions and ensure they have access to all necessary Safeguarding information • Assisting with the maintenance of accurate confidential safeguarding electronic records of referrals /concerns /meetings on a regular basis <p>BokSmart:</p> <ul style="list-style-type: none"> • Assist with social media activities and posting of BokSmart content • Assist with BokSmart Certification enquiries | |

Medical Management operations assistance with:

- Processing of medical purchase orders
- Picking, sorting and packing & unpacking medical stock
- Medical Stock take
- Team bag allocation
- General upkeep of office and storerooms
- Sourcing specified products

4. Experience & Expertise (Typical educational qualifications & experience)**Educational background**

- 3-year National Diploma (Business or Office Administration) or equivalent relevant qualification.

Experience (years and nature)

- No prior work experience is required.
- No previous experience needed on BokSmart programme or Safeguarding.

5. Key Competencies

- Initiative & Willingness to learn
- Attention to detail
- Confidentiality
- Project planning
- Computer Literacy (MS Word, MS Excel, MS Outlook)
- Planning, organising and coordination skills
- Communication skills