**岗位说明书—— 医生**

所属部门：后勤与资产管理部 汇报机制: 高级主管

**岗位职责：**

1. 提供常见病的诊疗和普通外伤的简单处理；
2. 能做好传染病的防控工作；
3. 提供健康咨询，各项活动医疗保障；
4. 需参与值夜班，和卫生行政工作；
5. 领导交办的其它工作。

**招聘必备条件：**

1.具有内科执业医师资格。

2.具有本科学历且中级（含）以上职称。

3.身体健康，敬岗爱业，良好的沟通能力，具备团队合作能力。

4.一定英语听说读写能力。

**招聘优先条件：**

1. 有海外留学、相关工作背景者优先考虑；

**Job Description - Doctor**

Department: Logistic and Assets Management Report to: Senior Coordinator

**Responsibilities:**

（1）Diagnose and treat common medical illnesses and injuries.

（2）Assist foreign faculty to go to hospital as required.

（3）Provide health and counseling services daily or for other events.

（4）Required to work the night shift, and have healthcare administration skills.

（5）Perform other duties as required.

**Required Qualification:**

1. The qualification of practicing physician in internal medicine.
2. Bachelor degree with intermediate professional title or above.
3. Healthy, committed, good communication and teamwork skills.
4. Basic English speaking skills.

**Preferred Qualification:**

1. With overseas education background and relevant working experience enjoys priority.