



Job Advert

As part of the expansion of its activities in satisfying all its customers, **Africa Eye Foundation**, an international NGO is recruiting 03 "**Cashier**" for its hospital **Magrabi ICO Cameroon Eye Institute (MICEI)** located in Obak on the Okola road.

Responsibilities:

- Provides a positive customer experience with fair, friendly, and courteous service.
- Manage transactions with customers using the system.
- Enter service name and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or receipts.
- Resolve customer complaints, guide them and provide relevant information.
- Track transactions on balance sheets and report any discrepancies.
- Provide pricing information by answering questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.

Candidate Profile and Skills

- HND in Banking, Finance, Accounting or equivalent;
- Work experience as a Retail Cashier or in a similar role in a hospital is of added advantage.
- Notions in insurance management is of added advantage
- Good computer knowledge and familiarity with electronic equipment, like cash register and automatic payment gadgets.
- Good calculation skills.
- Strong communication and time management skills.
- Customer satisfaction-oriented.
- Friendly and positive attitude.
- Readily adjusts schedule, tasks, and priorities when necessary to meet needs.

Application file

- Copy of HND certificate or equivalent
- Cover letter with salary expectations
- Updated Curriculum vitae with 3 references
- Photocopy of national identity card

Applications must be sent by e-mail to the following address: info@micei.org with the subject line "**Application for the position of Cashier**" or delivered to the Human Resources office in a sealed envelope with the subject line "**Application for the position of Cashier**".

Application deadline: **Friday November 01, 2024**

NB:

- **Only selected candidates will be contacted.**
- **Candidates with disabilities are encouraged to apply**

Dr. Henry Nkumbe

