



The Salvation Army Pakistan Territory Job Posting

Job Title:	Receptionist
Project/Clinic:	Manzil-E-Shifa
Department:	Programme Department
Reports to:	Secretary for Programme
Work Locations:	The Salvation Army Territorial Head Quarters (THQ) Lahore.
Qualification:	Intermediate (FA/FSc or equivalent); Bachelor's degree preferred
Experience:	3 years' experience (Minimum)
Employment Type:	Contractual Full-Time
Working Hours:	8:30AM to 4:30PM
Work days:	Monday to Saturday
Number of Positions:	1

Application Closing Date: 15th February 2026

Position Overview: The Receptionist will serve as the first point of contact for patients and visitors at Manzil-e-Shafa. The position is responsible for ensuring smooth front-desk operations, providing courteous service, managing appointments, and supporting administrative functions in line with The Salvation Army's values and standards.

Duties and Responsibilities: <ul style="list-style-type: none">Greet patients, visitors, and guests in a polite, respectful, and professional mannerManage patient registration and maintain accurate appointment schedulesReceive, screen, and direct phone calls and inquiries appropriatelyMaintain patient records and always ensure confidentialityCoordinate appointment timings with physiotherapists and clinic staffManage basic documentation, filing, and record-keepingEnsure the reception area is clean, organized, and welcomingProvide basic information about clinic services and proceduresSupport the Programme Department with administrative tasks as requiredFollow organizational policies, safeguarding standards, and workplace ethicsThe post holder is required to adhere strictly to The Salvation Army's Safeguarding Policies, including the Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy.Fulfil any other responsibilities as assigned by the Line Manager.	Qualifications/Experience/Skills/Competencies: <ul style="list-style-type: none">Minimum Intermediate (FA/FSc or equivalent); Bachelor's degree preferredPrior experience as a receptionist or front-desk officer (healthcare setting preferred)Good communication skills in Urdu and EnglishBasic computer skills (MS Word, Excel, email handling)Pleasant personality with strong interpersonal skillsAbility to manage time, multitask, and work under supervision Skills and Competencies <ul style="list-style-type: none">Strong clinical assessment and treatment skillsEffective communication in Urdu and EnglishAbility to work independently and as part of a multidisciplinary teamGood documentation and reporting skillsCompassionate and ethical professional conduct Personal Attributes <ul style="list-style-type: none">Courteous, patient, and service-orientedHonest, reliable, and punctualRespectful of diversity and sensitive to patient needsWillingness to work within a faith-based humanitarian organization
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Please send your resume, a handwritten cover letter specifying the city you are applying for, and attested copies of academic credentials, along with your contact details, by mail to the "Personnel Department" cover to:

HR Manager
The Salvation Army Territorial Headquarters
35 Share-e-Fatima Jinnah Lahore.

Disclaimer:

The Salvation Army Pakistan believes in **equal employment opportunity**.

Note: Only Shortlisted candidates will be contacted for an interview, No TA/DA will be paid for the interview.