



Project Coordinator (Pula, Croatia)

About the company

Gap Medics is the market leader in providing educational experiences for aspiring healthcare students aged 16 - 25. Since 2010, over 10,000 future Doctors, Nurses, Midwives and Dentists have come to us to get a first-hand insight into the world of healthcare professionals in exciting locations around the world.

Everyone who works at Gap Medics is very passionate about what we do: whether it's the eye-opening experiences for our students, our outstanding customer service, the contribution we make to the hospitals and communities we work in or our amazing student guesthouses, we are all proud to be part of a world-class service that our students love.

We're privileged to have a dedicated team of hard-working, talented, fun people whose passion for Gap Medics has meant we have sky-rocketed from a small start-up to a global market leader. We're now looking for new people in Pula to join us and be part of Gap Medics future growth.

About the role

As a Project Coordinator, you will be an important part of the team that delivers a complete service to our students, and expected to get involved with all aspects of the Gap Medics programme. That might include: Introducing students to the hospitals and liaising with the doctors and nurses who mentor them, airport transfers, helping with cooking at the house, cleaning bedrooms, bathrooms and communal areas, food shopping, supervising students and helping with any problems they may have in the evenings at the house, organising weekend trips - and everything in between!

A good way to describe the role is like being a chalet host in a ski resort, but also helping to organise educational placements in local hospitals and the adventure of a lifetime for our future medics. You must be willing to be involved in anything and everything to do with the programme and will spend a lot of time with our students making sure that they love their Gap Medics experience in Pula

This is a live-in role meaning you will be required to live at the Gap Medics house during the periods you are working.

Start date

The person currently in this role will be leaving Croatia at the end of August, so we are looking for someone to start as soon as possible so there can be a thorough handover.

What we're looking for

As a pre-requisite, you need to be:

- Super friendly with a natural flair for customer service;
- Responsible, punctual and organised;
- Confident to take the lead in situations



- Not afraid of hard work! You'll be working long days, probably doing something different everyday so you need to be happy and willing to pitch in with whatever needs doing.

You do not need any medical education or experience.

The role of Project Coordinator is physically quite demanding as will be on your feet for a lot of the day.

You will be required to undertake your own country equivalent of a Criminal Records check. We will organise and pay for this.

What you'll get in return

The starting salary for this position is between 5,000 HRK – 8,000 HRK (approximately £600 - £1000) per month, depending on experience. You will also be provided with fully catered accommodation in Pula.

After you have successfully completed your probation period, you will be eligible to earn a performance related bonus. This bonus is calculated based on customer feedback, so if you are part of a team that delivers an amazing experience for our customers, then you could earn a significant bonus

You will also get full travel expenses incurred whilst performing the role, a comprehensive training programme delivered by Gap Medics senior management and valuable and varied experience for your resume.

Questions?

If you're unsure whether you have the right experience, if you want to talk about your specific availability/situation or even if you have questions about the role, please feel free to get in touch. You can send an email or even better, call our UK Head Office (+44 (0)191 603 1111), ask for Rachel Plummer and I will be more than happy to chat things through with you.

Application and selection

To apply, please send your C.V. and a letter to recruitment@gapmedics.com. Use your letter to explain why you would be an amazing Project Coordinator. Please note, all applications must be in English and you must already have the right to live in Croatia.

If you are short-listed for the position, you will be invited to a formal face-to-face or video interview and also asked to provide two references (one must be professional).