

## Mankind Recruitment 2023-24 – Job Seeker – Medical Assistant Post

**Hiring organization**  
Mankind

### Job Location

India  
Remote work from: India

**Date posted**  
December 23, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 15,000 - USD 21,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Mankind Recruitment 2023-24

Mankind Pharma, a leading pharmaceutical company in India, is seeking a compassionate and qualified Medical Assistant to join our team. As a Medical Assistant, you will play a crucial role in providing comprehensive patient care, assisting physicians, and maintaining a positive and efficient healthcare environment. You will be responsible for performing administrative tasks, conducting basic medical procedures, and ensuring patient satisfaction.

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## Mankind Jobs Near Me

### Responsibilities:

- Greet and welcome patients, collect patient information, and update medical records
- Assist physicians with patient examinations, preparing patients for procedures, and administering medications
- Take vital signs, perform basic diagnostic tests, and record patient observations
- Educate patients on their health conditions, treatment plans, and medication regimens
- Provide administrative support, including scheduling appointments, handling insurance claims, and maintaining medical files
- Maintain a clean, organized, and sterile work environment
- Adhere to all safety protocols and procedures

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## Mankind Careers

**Skills:**

- Strong organizational and time management skills
- Excellent communication and interpersonal skills, with the ability to interact with patients, physicians, and other healthcare professionals in a professional and compassionate manner
- Ability to work independently and as part of a team
- Attention to detail and a commitment to accuracy
- Proficient in Microsoft Office Suite and electronic health records (EHR)

**Important Links****Find the Link in [Apply Now](#) Button**

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