Meesho Recruitment 2023 – Work From Home – Medical Assistant Post

Hiring organization
Meesho

Job Location
India
Remote work from: India

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Date posted
August 10, 2023

Valid through
31.02.2023

APPLY NOW

Base Salary
USD 23,000 - USD 28,000

Qualifications
12th Passed

Employment Type
work from home

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Description

Meesho Recruitment 2023

The Medical Assistant is responsible for providing administrative and clinical support to the Meesho medical team. This includes tasks such as scheduling appointments, managing patient records, preparing patient charts, and assisting with medical procedures. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication and interpersonal skills.

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Meesho Careers

Responsibilities:

- Schedule appointments and manage patient records
- Prepare patient charts and assist with medical procedures
- Answer patient questions and provide basic medical information
- Order and track medical supplies
- Maintain the medical office environment
- Other duties as assigned

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Meesho Jobs Near Me

Skills:

- High school diploma or equivalent
- Medical assistant certification
- 1-2 years of experience in a medical office setting
- Excellent communication and interpersonal skills

- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail
- Proficiency in Microsoft Office Suite

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Important Links

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

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