

Sun Pharma Job Seeker – Free Job Alert For Medical Assistant Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
March 7, 2024

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Valid through
31.08.2024

Base Salary

USD 16 - USD 27

APPLY NOW

Qualifications

12th Passed

Employment Type

Full-time

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Description

Sun Pharma Job Seeker

We are seeking a highly motivated and organized Medical Assistant to join our team. In this role, you will play a vital role in supporting our healthcare professionals by providing administrative and clinical assistance. You will be responsible for a variety of tasks, including scheduling appointments, preparing medical records, and assisting with patient care.

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Sun Pharma Jobs Near Me

Responsibilities:

- Schedule appointments, manage patient flow, and ensure timely communication with patients and healthcare providers.
- Prepare and maintain accurate medical records, including patient histories, progress notes, and correspondence.
- Assist healthcare professionals with examinations and procedures, ensuring a clean and sterile environment.
- Perform other administrative duties as assigned, such as answering phones, filing paperwork, and responding to emails.

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Sun Pharma Careers

Skills:

- Excellent organizational and time management skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Familiarity with medical terminology a plus

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