

## Sun Pharma Job Vacancy – Remote Jobs For Medical Assistant Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
February 28, 2024

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**Valid through**  
31.08.2024

### Base Salary

USD 16 - USD 27

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### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Sun Pharma Job Vacancy

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

**Tags:** sun pharma,sun pharma recruitment,medicine company job recruitment 2024,sun pharma q1 results 2024,sun pharma vacancy,pharmacist recruitment 2022,recruitment 2023,pharma company job vacancy 2024,sun pharma interview,private job recruitment 2023,company job recruitment 2023,sun pharma share,pharma jobs,government pharma company jobs in india,medicine job recruitment,medicine warehouse job recruitment,best medicine job recruitment

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