Sun Pharma Jobs Near Me – Sun Pharma Job Vacancy – Latest Opportunity For Medical Assistant Post

Job Location
India
Remote work from: IND

(adsbygoogle = window.adsbygoogle || []).push({});

Base Salary
USD 16 - USD 27

Qualifications
12th Passed

Employment Type
Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

Description

Sun Pharma Recruitment 2024

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.

(adsbygoogle = window.adsbygoogle || []).push({});

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.

(adsbygoogle = window.adsbygoogle || []).push({});

If You Want to Get Notifications about Various Jobs, Join our Telegram Channel Now and Get notified Daily about the Latest Jobs

Hiring organization
Sun Pharma

Date posted
March 15, 2024

Valid through
31.08.2024

APPLY NOW

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

If You Want to Get Notification about Various Jobs, Join our WhatsApp Channel Now and Get notified Daily about Latest Jobs

Important Links

Find the Link in Apply Now Button

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});