

## Sun Pharma Recruitment 2023 – Freshers Jobs – Medical Assistant Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
September 28, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 16,000 - USD 24,000

APPLY NOW

### Qualifications

12th Passed

### Employment Type

Full-time

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### Description

## Sun Pharma Recruitment 2023

The Medical Assistant is responsible for providing administrative and clinical support to physicians and other healthcare professionals. They will work with patients to collect medical histories, prepare them for examinations, and administer medications. Medical Assistants will also be responsible for maintaining medical records, scheduling appointments, and coordinating patient care.

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### Sun Pharma Jobs Near Me

### Responsibilities

- Provide administrative and clinical support to physicians and other healthcare professionals
- Work with patients to collect medical histories, prepare them for examinations, and administer medications
- Maintain medical records
- Schedule appointments
- Coordinate patient care
- Perform other duties as assigned

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### Sun Pharma Careers

### Skills

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to learn quickly and adapt to change

- Attention to detail and accuracy

Strong organizational skills

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

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