

Sun Pharma Recruitment 2023 – Job Card – Medical Assistant Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
September 22, 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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