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Sun Pharma Vacancy Job Alert – All Job For You For Medical Assistant Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
February 1, 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 Vacancy Job Alert

We are seeking a passionate and detail-oriented individual to join our team as a Medical Assistant. In this role, you will be responsible for providing administrative and clinical support to our physicians and patients. You will have the opportunity to work in a fast-paced environment and make a real difference in the lives of others.

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Sun Pharma Jobs Near Me

Responsibilities:

- Schedule appointments, manage patient flow, and maintain accurate medical records.
- Assist with patient intake, including collecting vital signs, recording medical history, and preparing patients for examinations.
- Perform basic administrative tasks, such as answering phones, responding to emails, and filing paperwork.
- Assist physicians with examinations and procedures, as needed.
- Ensure a clean and sterile environment for all patients and staff.
- Stay up-to-date on medical terminology and procedures.

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Sun Pharma Careers

Skills:

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

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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