

Sun Pharma Vacancy Job Alert – All Jobs 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.

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