

Sun Pharma Vacancy Job Alert – Freshers Jobs For Medical Assistant Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
January 17, 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

As a Medical Assistant at Sun Pharma, you'll play a vital role in supporting our clinical research and development efforts. You'll work closely with physicians, scientists, and other healthcare professionals to ensure the smooth execution of clinical trials and studies.

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Sun Pharma Jobs Near Me

Responsibilities:

- Assist with patient recruitment, screening, and enrollment in clinical trials.
- Prepare and maintain patient medical records, including collecting and recording vital signs, medication history, and treatment data.
- Perform administrative tasks such as scheduling appointments, managing patient flow, and communicating with study sponsors and investigators.
- Ensure compliance with all regulatory requirements and ethical guidelines governing clinical research.
- Assist with data entry and analysis, ensuring accuracy and completeness.

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Sun Pharma Careers

Skills and Qualifications:

- Strong communication and interpersonal skills, with the ability to build rapport with patients and colleagues.
- Excellent organizational and time management skills.

- Proficient in medical terminology and data entry.
- Ability to work independently and as part of a team.
- Familiarity with clinical research procedures and regulations is a plus.

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