

## **Front Office cum Admin**

Experience: 6 Months to 5 years

Salary: as per standards

Notice period: 15 days or immediate joiners

Job Description:

- Has to attend and transfer calls
- Have to maintain report and registers like call enquiry, Attendance, patient Files etc
- have to coordinate between patient and Therapist in informing patients time slot
- Informing patients package details, registering new patients, support in Billing, collection of payment, addressing patient queries
- Getting feedback from patients and upload in Social networking
- Support HR in Attendance and scheduling interviews
- Coordinate for General Admin calling for Service personnel, Laundry etc

Job Specification

Any UG / PG Graduate

Good Communication skill in English

Additional language skill appreciated

Typing and MS office skills mandatory

Able to address patient queries and complaints