



<https://targetjob.govhelp.in/job/mankind-pharma-limited-careers-for-receptionist-post/>

Mankind Pharma Limited Careers For Receptionist Post

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 10,000 - USD 18,000

Qualifications

10th/12th, Graduate, Post Graduate

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Employment Type

Full-time, Part-time

Description

Medical Company Careers For Receptionist Post

Position: Receptionist

Location: Work From Home

About the Job

We are looking for a friendly receptionist to join our medical company. This is a great job for someone who enjoys helping others and working in a healthcare environment. You will be the first point of contact for our patients and visitors.

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Key Responsibilities

- Greet patients and visitors warmly.
- Answer phone calls and schedule appointments.
- Maintain patient records and keep them organized.
- Handle patient inquiries and provide information.
- Assist with administrative tasks as needed.

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Hiring organization

Mankind Pharma

Date posted

September 28, 2024

Valid through

31.12.2024

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Requirements

- High school diploma or equivalent.
- Good communication and people skills.
- Basic computer skills, especially in Microsoft Office.
- Ability to multitask and stay organized.
- Experience in a medical or office setting is a plus but not required.

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Benefits

- Work from home for flexibility.
- Competitive salary and benefits package.
- Opportunity to learn about the healthcare industry.
- Supportive team environment.

How to Apply

If you are interested in this position, please apply through the official website of the medical company. Be sure to include your resume and a brief cover letter. We look forward to hearing from you!

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