

Job Description

Designation- Administration Executive
Reporting Officer- Administrative Head

Roles & Responsibilities

- Collaborate with the Medical Staff, Nursing Staff, Paramedical Staff and Admin personnel to ensure effective communication and coordination.
- Monitor and optimise daily operations of medical services to ensure efficiency and adherence to established protocols.
- Implement and improve processes to enhance the quality of patient care.
- Coordinate the allocation and utilization of medical resources, including equipment, facilities and personnel
- Ensure the availability of necessary supply and materials for medical procedures
- Ensure adherence to laid out various policy and procedures.
- Implement quality assurance programs to ensure high standard of patient care
- Collect and analyses data related to medical operations to identify areas for improvement
- Arrange and coordinate Calibration of all measuring and monitoring tolls of hospital.
- Review and implementation of the content/matter in each & every form of hospital
- Experience in preparing cash flow statements, budgeting and expense control
- Ensuring consistent and accurate medical recordkeeping practices.
- Day to day interaction with housekeeping staff and maintaining checklist for the same.
- Maintain master corporate calendar of all all-hands events, conferences, holidays and vacations.
- Receive incoming calls and emails; take messages, respond appropriately and route correspondence to the appropriate executive of staff member.
- Maintain daily electronic journal, arrange meetings and appointments and provide reminders as needed.
- Arrange executive travel, hotel and dining arrangements as needed.
- Preparing minutes of meeting for all sort of technical and general meeting. Also circulating same to all team members and presented of meetings.
- Supporting hand to the technical team for producing professional quality reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system for both paper and electronic records.

Any other assignment given by the Management from time to time.

➤ Job Specification

- Qualification: Bachelor's degree in Business, Education, Management, Office Administration
- Experience required: 1 to 3 years preferably
- Effective written and verbal communication in English and Hindi language and the ability to present ideas clearly.
- A relevant proven experience in office management
- Strong knowledge of MS Office and basic Computer skills.
- Knowledge of health and safety regulations

➤ Behavioral Competencies

- Empathy & Flexibility
- Ethical in thought and action
- Ability to influence and Negotiation skills
- Confidence and Self-motivated to excel.
- Work independently.

➤ Salary

- Negotiable as per norms.