

Sr No	Position	Qualification	No of Positions	Salary Range	Duty Hours	Skills	Job Description
1	HR Manager	MBA (HR)	2	20K-45K	8 Hrs		The HR Manager is responsible for overseeing all aspects of human resources practices and processes. This role supports business needs and ensures the proper implementation of hospital strategy and objectives. The HR Manager will promote corporate values and shape a positive culture.
2	Hospital Admin	BHA/MHA/BBA/MBA	6	20K-45K	8 Hrs		The Hospital Administrator oversees the daily operations of the hospital, ensuring efficient and effective delivery of healthcare services. This role involves managing staff, budgets, and resources, while maintaining high standards of patient care and compliance with healthcare regulations.
3	Accountant	B.Com	4	10K-18K	8 Hrs	Well Versed in Accounting in Tally	The Accountant Executive is responsible for managing the financial operations of the hospital. This role involves preparing financial statements, managing budgets, overseeing payroll, and ensuring compliance with financial regulations. The Accountant Executive plays a crucial role in maintaining the hospital's financial health and supporting its strategic goals.
4	Billing Executive (Hospital)	Graduate	6	10K-16K	8 Hrs	Proficiency in billing software and Microsoft Office Suite. •Strong knowledge of medical billing procedures and insurance processes.	The Billing Executive is responsible for managing the billing process for patients receiving medical services at the hospital. This role involves working closely with insurance companies, healthcare providers, and patients to ensure accurate and timely billing. The Billing Executive plays a crucial role in maintaining the hospital's financial health and ensuring patient satisfaction.
5	Receptionist	Graduate	4	10K-16K	8 Hrs	•Excellent communication and interpersonal skills. •customer service role, preferably in a healthcare setting.	The Hospital Receptionist serves as the first point of contact for patients and visitors, providing a welcoming and organized reception area. This role involves managing patient appointments, handling inquiries, and supporting the administrative functions of the hospital.
6	Billing Executive (Pharmacy)	Graduate	3	8K-14K	8 Hrs		The Billing Assistant is responsible for supporting the billing process for pharmacy services within the hospital. This role involves handling billing inquiries, processing payments, and ensuring accurate and timely billing. The Billing Assistant plays a crucial role in maintaining the financial health of the pharmacy and ensuring patient satisfaction.

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7	TPA Co ordinator	MBA	2	10K-20K	8 Hrs		The TPA Coordinator is responsible for managing the hospital's interactions with Third Party Administrators (TPAs) to ensure smooth processing of insurance claims and cashless transactions. This role involves coordinating with insurance companies, handling patient queries, and ensuring compliance with healthcare regulations.
8	Nurse	BSN/ GNM	9	10K-25K	Shift (Monthly 216 Hours)		The Registered Nurse (RN) provides comprehensive care to patients, working closely with physicians and other healthcare professionals. This role involves assessing patient health problems and needs, developing and implementing nursing care plans, and maintaining medical records. The RN ensures high standards of patient care and safety.
9	Nurse (NICU/PICU)	B.Sc Nursing/ GNM	4	10K-25K	Shift (Monthly 216 Hours)		The NICU Nurse provides specialized care for newborns and infants who require immediate and intensive medical attention. This role involves working closely with physicians, other healthcare professionals, and the families of the infants to ensure the best possible outcomes. The NICU Nurse is responsible for monitoring the health of the infants, administering treatments, and providing support to the families.
10	Dialysis Technician	Diploma/ Graduation	2	10K-25K	Shift (Monthly 216 Hours)		The Dialysis Technician is responsible for operating dialysis machines and providing care to patients undergoing dialysis treatment. This role involves monitoring patients, maintaining equipment, and ensuring a sterile and safe treatment environment. The Dialysis Technician works closely with healthcare professionals to deliver high-quality care to patients with kidney failure.
11	Emergency Technician	Diploma/ Graduation	2	10K-25K	Shift (Monthly 216 Hours)		The Emergency Technician provides critical support in emergency situations, assisting doctors and nurses in the Emergency Room (ER). This role involves responding to emergency calls, providing initial patient care, and ensuring the smooth operation of the ER. The Emergency Technician plays a vital role in stabilizing patients and preparing them for further medical treatment.
12	OPD Co Ordinator	BHM/ Graduate	4	8K-16K	8 Hrs		The OPD Coordinator is responsible for managing the operations of the Out-Patient Department (OPD) to ensure efficient and effective patient care. This role involves coordinating patient appointments, managing patient flow, and providing administrative support to healthcare providers. The OPD Coordinator plays a crucial role in enhancing patient experience and operational efficiency.

