



<https://jobable.govhelp.in/job/medplus-recruitment-2024-latest-job-notification-front-office-coordinator-post/>

## Medplus Recruitment 2024 – Latest Job Notification – Front Office Coordinator Post

**Hiring organization**  
Medplus

### Job Location

India  
Remote work from: IND

**Date posted**  
December 30, 2023

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**Valid through**  
31.08.2024

### Base Salary

USD 12,300 - USD 18,000

APPLY NOW

### Qualifications

12th/ Graduate

### Employment Type

Full-time

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### Description

## Medplus Recruitment 2024

Medplus is revolutionizing the healthcare landscape in India by providing accessible, affordable, and high-quality healthcare products and services. With a focus on patient well-being and community engagement, Medplus is committed to making a positive impact on the lives of millions.

## Medplus Careers

### Responsibilities:

- Welcome patients with a warm and friendly smile, ensuring a positive first impression.
- Efficiently manage patient inflow and outflow, prioritizing urgent needs.
- Process prescriptions accurately and swiftly, adhering to strict protocols.
- Maintain clear and organized patient records, ensuring data accuracy and accessibility.
- Provide basic medication information and answer patient queries clearly and confidently.
- Assist with maintaining a clean, safe, and organized pharmacy environment.
- Collaborate effectively with pharmacists and other healthcare professionals to deliver seamless patient care.

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### Medplus Jobs near me

**Skills:**

- A minimum of 1 year of experience in a customer service or healthcare setting (preferred).
- Excellent communication and interpersonal skills, with the ability to build rapport with patients from diverse backgrounds.
- Strong organizational and time management skills, with the ability to prioritize effectively in a fast-paced environment.
- A meticulous and detail-oriented approach to work, ensuring accuracy in all tasks.
- Proactive problem-solving skills and the ability to handle challenging situations calmly and professionally.
- Basic computer literacy and proficiency in relevant pharmacy software (a plus).

**Important Links** **Find the Link in [Apply Now](#) Button**

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