JUNIOR MEDICAL ADMINISTRATOR

Qualification:

- Minimum MBBS or other broad specialty or super specialty medical degree in any subject from recognized university.

With

- Diploma or degree or masters in Hospital Management or Health care management.

Experience:

- Minimum 2 years of experience in the senior or managerial position in the healthcare industry (preferably multi or super specialty hospital) is required.
- Knowledge and experience of national or international healthcare quality standards i.e. NMC, NABH, JCI, HR, Administration, Govt. rules & regulations & University will be given due weightage.
- Knowledge and experience of healthcare regulations and standards, manage budgets, finance, and resource allocation, plan and execute hospital expansion or renovation projects.
- Varied Experience of hospital operational activities of HR i.e. recruitment & appraisals, training, development planning, leave, appointment, Administration, supply chain & material management, Legal, licenses, Quality, medical record, Implement and manage Electronic Health Record (EHR) systems, Front office, IP/OP, Billing, Discharge, oversee clinical departments, Accounts, facility management, Liaison with Government and other statutory authorities, Educational Procedures will be given due weightage.
- Relaxation in case of age, experience and qualification can be considered for deserving candidates.

Consolidated Remuneration:

- Consolidated remuneration - Negotiable.
- Up to 10% yearly increment on consolidated remuneration per month, will be based on work performance, merit and other criteria decided by the institute.
- Leave, PF, Gratuity and Group Health Insurance and other benefits will be as per rules of the Institute.

Note:

- In case of highly deserving candidates, higher remuneration can be negotiated by the selection committee considering merit, seniority, skills, special training, hard press requirement and particular requirement of such post in dire emergency of the institute.
- Candidate can be posted at various centres of the institute as per requirement of the institute.