

<https://viroc.in/career/assistant-operations-head/>

## Assistant Operations Head

### Description

The Assistant Operations Head is responsible for supporting the Operations Head in managing and optimizing the hospital's operational processes, ensuring the highest level of efficiency, patient care quality, and regulatory compliance. This role involves overseeing daily hospital operations, coordinating with department heads, and implementing systems to improve workflow and service delivery.

The ideal candidate is proactive, detail-oriented, and has a strong understanding of hospital operations, including patient care, administration, and logistics.

### Responsibilities

- Manage all aspects of hospital finance & other associated firm .
- Supervise the accounting team to ensure timely completion.
- Track and analyze department performance metrics .
- Assist in monitoring hospital operations to ensure compliance with policies, protocols & v quality standards.
- Maintain confidential hospital records, reports & operational documentation.
- Assist in organizing training sessions, seminars, and operational meetings.

### Qualifications

Education : Bachelor's degree in Healthcare Management, MBA in Finance

Experience : Must in hospital or Healthcare Industry, Min 5 years of experience

### Hiring organization

VIROC Super Speciality Orthopedic Hospital

### Employment Type

Full-time

### Industry

Healthcare

### Job Location

Vadodara

### Base Salary

Rs. 30,000 - Rs. 50,000

### Date posted

January 9, 2025

### Valid through

23.01.2025