



<https://viroc.in/career/ceo-assistant/>

## CEO to Assistant

### Description

The CEO Assistant plays a critical role in supporting the Chief Executive Officer (CEO) in managing the hospital's day-to-day operations, strategic initiatives, and executive functions. This role demands a proactive, highly organized, and professional individual capable of handling confidential information, multitasking, and fostering effective communication between various stakeholders within and outside the hospital.

### Responsibilities

Assist in monitoring departmental tasks on a daily basis.

Manage meeting schedules, prepare minutes, follow up on action points, and summarize discussions.

Compile and prepare data reports, performance indicators, and presentations.

Support hospital-wide MIS preparation.

Oversee incident management, including CAPA implementation.

Handle correspondence with external parties, when applicable.

Oversee and track NABH implementation progress under guidance.

Conduct regular inspections of key hospital areas, such as wards, OT, OPD, facility and maintenance to address inefficiencies proactively.

### Qualifications

Education : MBA in Hospital Admin With BHMS/BAMS

Experience : Must in Hospital or Any Health Care Industry. Min. 3 to 5 years of experience

### Hiring organization

VIROC Super Speciality Orthopedic Hospital

### Employment Type

Full-time

### Industry

Healthcare

### Job Location

Vadodara

### Base Salary

Rs. 40,000 - Rs. 60,000

### Date posted

January 9, 2025

### Valid through

23.01.2025