



<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