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## Hospital Operations Manager/Admin

### Description

Job description

### Role & responsibilities

Smooth functioning of the day to day affairs of the hospital

Ensure adequate staffing of the facility all the time and recruitment plans

Fulfilling all the compliances of running the Super Speciality Hospital and time to time renewal of all the licenses

Has to entirely handle an Super Speciality Hospital

To look after day to day Administration, Operations

Branding – Promotion of the hospital

Hospital network growth plan and exploring newer avenues

Managing staff and motivating the entire team

Coordination between higher management and the center

Preparation of daily, weekly and monthly data and their analysis

Patient grievance and recording their feedback

Networking and PR activities

Coordination with Marketing team

### Responsibilities

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### Hiring organization

VIROC Super specialty Orthopedic Hospital

### Employment Type

Full-time

### Duration of employment

Full Time, Permanent

### Industry

Medical Services / Hospital (Diagnostics)

### Job Location

gujarat, 390007, Vadodara, India

### Base Salary

Rs. 20000 - Rs. 25000

### Date posted

May 11, 2024

### Valid through

20.05.2024

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### **Job Benefits**

Yearly appraisal

Recognition, respect and rewards

Frequent Promotion

Highest remuneration

### **Experience**

An experience of at least 2 years is required

### **Education**

Education

UG: Any Graduate

PG: Any Postgraduate

### **Skills**

- [Operations Manager](#)
- [Health Care Services](#)
- [Hospital Administration](#)
- [Healthcare](#)
- [Hospital Management](#)
- [Customer Service Management](#)
- [Hospital Operations](#)
- [People Management](#)
- [Operations](#)
- [Operations Management](#)