



<https://bestjob.jobsareahub.com/job/tech-mahindra-limited-recruitment-2023-jobs-near-me-front-desk-manager-post/>

Tech Mahindra Limited Recruitment 2023 – Jobs Near Me – Front Desk Manager post

Hiring organization
Tech Mahindra Limited

Job Location

India
Remote work from: India

Date posted
February 20, 2023

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Valid through
31.12.2025

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate.

Employment Type

Full-time

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Description

Tech Mahindra Limited Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, providing customer service to patients and visitors, and maintaining communication with other departments.

Tech Mahindra Limited Jobs Near Me

Responsibilities:

- Manage and coordinate the activities of the front desk staff
- Answer customer inquiries and provide information about the practice
- Schedule appointments and accept payments
- Handle insurance claims and other administrative tasks
- Maintain patient records and files

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Tech Mahindra Limited Jobs For Freshers

Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in customer service or administrative role
- Familiarity with medical terminology
- Proficient in Windows Office Suite

Important Links

Find the Link in [Apply Now](#) Button

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