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Vadilal Recruitment 2023 – Job For Freshers – Front Office Staff post

Hiring organization
Vadilal

Job Location

India
Remote work from: India

Date posted
March 4, 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

Vadilal Recruitment 2023

The front office staff is responsible for meeting and greeting patients, scheduling appointments, handling billing and insurance, and other related duties.

Vadilal Jobs Near Me

This role also involves upselling products and services, and promoting new and existing features to customers.

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Vadilal Jobs For Freshers

They will be responsible for handling customer inquiries, complaints, and requests. The front office staff will also be responsible for maintaining customer records, accounts, and files

Responsibilities:-

- Answer customer queries through the telephone
- Resolve customer queries
- Keep records of customer interactions and transactions

Qualifications:-

-High school diploma or equivalent -Strong customer service skills -Familiarity with
medical terminology -Knowledge of billing and insurance procedures

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

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