

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/family-support-executive-elder-care-gurgaon-345008/>

## FAMILY SUPPORT EXECUTIVE, ELDER CARE, GURGAON

### BASE SALARY

? 18000 - ? 20000

### DESCRIPTION

#### Razano

#### Business Development & Booking Coordinator

Location: Gurugram, Haryana

Work Mode: Hybrid Remote

Job Type: Full-time

Salary: ?18,000 to ?20,000 per month

WhatsApp: +91 9560528775

Email: [info@razano.co.in](mailto:info@razano.co.in)

Razano is hiring a Care Coordinator and Business Development Executive. The company works in home healthcare and elder care services. The team helps families find nurses, attendants, and caregivers at home. This is a hybrid role with field work and coordination work.

The company is growing in Gurgaon areas like DLF, Sushant Lok, South City, and Palam Vihar. This is a good opportunity for candidates who want experience in healthcare operations and business development. You will work directly with the founder.

The work includes family onboarding, booking coordination, lead generation, and field visits. You will also follow up with families and support caregiver bookings. Good communication and coordination skills are important.

#### Responsibilities

- Handle enquiries through WhatsApp and phone calls

- Understand patient care needs
- Explain Razano services clearly
- Onboard families on the platform
- Maintain booking records and family profiles
- Coordinate caregiver assignments
- Manage booking updates and rescheduling
- Follow up with families after bookings
- Visit hospitals and healthcare centres for partnerships
- Generate leads through local outreach and WhatsApp groups
- Share daily updates with the founder
- Maintain lead and booking trackers

#### Required Skills

- Hindi and English communication skills
- Customer handling ability
- WhatsApp and Google Sheets knowledge
- Basic mobile and web application knowledge
- Responsible and detail oriented mindset
- Comfortable with regular field work

#### Preferred Skills

- Healthcare or customer support experience
- Operations or field sales experience
- Gurgaon area knowledge
- Two wheeler for field visits

The role includes around 60% field work and 40% coordination work. Gurgaon residents will get preference. Candidates who know DLF, Golf Course Road, Sushant Lok, and nearby areas will have an advantage.

The company offers flexible work environment and growth opportunities. Incentives are also available for confirmed bookings. Candidates can grow into senior operations and city expansion positions in the future.

#### Benefits

- Booking incentives
- Flexible schedule
- Hybrid work opportunity
- Work from home support
- Fast career growth
- Founder mentorship
- Healthcare industry exposure

## HIRING ORGANIZATION

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Razano

## EMPLOYMENT TYPE

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Full-time

## JOB LOCATION

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122001, Gurugram, Haryana, India  
**? Remote work from: India**