

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/floor-coordinator-patient-handling-role/>

## FLOOR COORDINATOR – PATIENT HANDLING ROLE

### BASE SALARY

INR 20000 - INR 30000

### DESCRIPTION

**Job Title:** Floor Coordinator

Support patients throughout their visit and ensure smooth clinic operations daily.

**Organization:** Indira IVF Hospital

**Location:** Gurgaon

**Employment Type:** Full-time

**Salary:** ₹20,000 – ₹30,000 per month

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### About the Organization

Indira IVF Hospital is a trusted name in fertility healthcare, known for advanced treatment and patient care. The organization provides a professional and growth-focused work environment.

### Job Overview

This role is ideal for candidates who are good at managing people and handling hospital operations. You will coordinate patient flow, support departments, and ensure smooth daily functioning of the clinic.

### Key Responsibilities & Role Details

- Assist patients from entry to checkout and guide them properly
- Welcome patients and handle inquiries (in person & phone)
- Manage waiting area and inform patients about delays
- Ensure smooth movement of patient files and records
- Guide patients about consultation and treatment plans

### HIRING ORGANIZATION

Indira IVF Hospital

### EMPLOYMENT TYPE

Full-time

### JOB LOCATION

Gurgaon, India

### DATE POSTED

? March 24, 2026

- Maintain patient data and records accurately
- Track daily, weekly, and monthly reports
- Support HR tasks like onboarding and document updates
- Coordinate with marketing and other departments
- Ensure safety, cleanliness, and SOP compliance
- Maintain patient privacy and confidentiality

### **Eligibility & Skills Required**

- Bachelor's degree (preferred)
- Good communication and coordination skills
- Basic computer and data handling knowledge
- Ability to manage multiple tasks
- Patient-friendly and responsible attitude

### **Perks & Benefits**

- Health insurance
- Provident Fund (PF)
- Stable full-time job
- Professional work environment
- Growth opportunities

### **How to Apply**

Send your updated resume via email or WhatsApp.

You can send your resume to the given email/phone/WhatsApp.

Email: [shefali.sacheti@indiraivf.in](mailto:shefali.sacheti@indiraivf.in)

Phone/WhatsApp: +91 7412077829