

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/fresher-support-executive-healthcare-operations/>

## HIRING ORGANIZATION

NexG Healthcare Solutions Pvt. Ltd

## EMPLOYMENT TYPE

Full-time, Part-time

## JOB LOCATION

Nagpur

## FRESHER SUPPORT EXECUTIVE – HEALTHCARE OPERATIONS

### DESCRIPTION

#### NexG Healthcare Solutions Pvt. Ltd

Nagpur

Work Mode: In-person

Employment Type: Full-time (Immediate Joiner)

Shift: Evening / Night

#### Contact Details

Call / WhatsApp: 9850203932 / 8484844497

#### Job Overview

This role is for freshers in healthcare support operations. Work is mainly office based tasks, basic system handling and support activities. Candidate should be ready for night shift timing.

#### Eligibility

- Fresher candidates only
- Graduation must be completed
- Any graduate can apply
- Immediate joiner preferred

#### Required Skills

- Basic knowledge of Microsoft Office
- Simple data handling skill
- Basic understanding of working in system
- Communication and learning attitude
- Stocking or record handling knowledge is a plus

## Work Timing

Shift timing is 5:30 PM to 2:30 AM. Candidate must be comfortable working in night shift schedule.

## Key Responsibilities

- Handle basic office support work
- Update records and system data
- Assist in daily operational tasks
- Maintain simple reports in Excel or system
- Support team in healthcare process work

## Walk-in Details

Walk-in interview is scheduled on Monday (4th May 2026) at 7 PM. Candidates should carry resume and come on time for interview process.

## Benefits

- Food provided
- Provident Fund applicable

## How to Apply

Interested candidates can call or WhatsApp on given numbers or attend walk-in directly on scheduled date.

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