

WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-executive/>

FRONT DESK EXECUTIVE

DESCRIPTION

Job Title: Front Desk Executive

Welcome patients and guide them smoothly through hospital services and processes.

Organization: Pulse Care Hospital

Location: Bardhaman

Employment Type: Full-time / Rotation Shifts

Salary: Not disclosed

Last Date to Apply: 25 March 2026

Contact: hr.pulsecarehospital@gmail.com

About the Hospital

Pulse Care Hospital is a patient-focused healthcare center known for quality service and care. The hospital provides a supportive environment where staff work together to ensure smooth patient experience.

Job Overview

This role is perfect for candidates who enjoy helping people and managing front office work. You will be the first point of contact for patients and handle daily administrative tasks.

Key Responsibilities & Role Details

- Greet patients and help them with registration and appointments
- Handle calls and walk-in inquiries professionally
- Manage OPD appointments and send reminders
- Enter and maintain patient data in the system
- Assist in billing and basic documentation
- Coordinate with insurance/TPA desk
- Manage patient flow and waiting area

Eligibility & Skills Required

- Graduate in any stream or BHM preferred
- Freshers can apply (training provided)

HIRING ORGANIZATION

Pulse Care Hospital

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Bardhaman, India

DATE POSTED

? March 24, 2026

- Basic knowledge of MS Excel and Word
- Fluent in Bengali, basic English required
- Good communication and interpersonal skills
- Calm, polite, and patient-friendly nature

Perks & Benefits

- Food provided
- Flexible work schedule
- Internet reimbursement
- Commuter assistance
- Safe and professional work environment

How to Apply

Send your updated resume via email before the deadline.

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

Email: hr.pulsecarehospital@gmail.com

Subject Line: Application for Front Desk Executive – [Your Full Name]