

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/front-desk-receptionist-hospital-raipur/>

## FRONT DESK RECEPTIONIST HOSPITAL RAIPUR

### DESCRIPTION

**Job Role:** Front Desk Receptionist

**Company:** Horizon Hospital Raipur

**Location:** Raipur, Chhattisgarh

**Salary:** ₹10,000 – ₹12,000 per month

**Job Type:** Full-time

**Experience:** Fresher / 0–1 year (hospital preferred)

**Benefits:** Paid sick time, paid time off, Provident Fund

**Work Mode:** In person

**Contact Details:**

**Email:** [hr@horizonhospitalcg.com](mailto:hr@horizonhospitalcg.com)

**Phone / WhatsApp:** +918964967540

**Description:**

Handle front desk work in the hospital and greet patients. Manage calls and appointments daily. Simple work but needs polite behavior and good communication.

**Work You Will Do**

- Welcome patients and visitors politely
- Answer calls and handle queries
- Manage appointments and records
- Coordinate with hospital staff
- Support basic front desk work

**Skills Required**

### HIRING ORGANIZATION

Horizon Hospital Raipur

### JOB LOCATION

492001, Raipur, Chhattisgarh, India

### EMPLOYMENT TYPE

Full-time

### BASE SALARY

INR 10000 - INR 12000

### DATE POSTED

? March 30, 2026

- Any graduate can apply
- Good communication skills
- Friendly and polite nature
- Responsible and punctual

**Work Benefits**

- Stable hospital work environment
- Paid sick time and leave benefits
- Provident Fund support
- Good learning experience

**How to Apply:**

Send your resume on email or contact via call/WhatsApp below.

**Contact Details:**

**Email:** [hr@horizonhospitalcg.com](mailto:hr@horizonhospitalcg.com)

**Phone / WhatsApp:** +918964967540