

WORK VAPOR

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

HIRING ORGANIZATION

SKS Veterinary Hospital

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Karnataka, India

FRONT OFFICE EXECUTIVE

BASE SALARY

INR 18000 - INR 25000

DESCRIPTION

Front Office Executive – ₹18,000-₹25,000 – Hospital Opportunity

SKS Veterinary Hospital is hiring a **Front Office Executive**.

The position involves client interaction and front office coordination. You will also support billing and inventory activities.

Location: India

Salary: ₹18,000 – ₹25,000 per month

Work Type: Full-time, On-site

Shift: 9:00 AM – 6:00 PM or 12:00 PM – 9:00 PM

Language: Kannada required

Contact: +91 7449100031 / +91 7449100025

Responsibilities

- Welcome and interact with clients.
- Handle front office activities.
- Assist with billing.
- Maintain inventory and stock records.
- Coordinate daily branch activities.
- Support smooth hospital operations.

Requirements

- 12th pass or Bachelor's degree.
- Knowledge of medical terminology is useful.
- Office experience is preferred.
- Good communication skills.

- Kannada language is required.
- Comfortable working rotational shifts.

Interested candidates can send their resume through WhatsApp.

Contact: +91 7449100031 / +91 7449100025