

WORK VAPOR

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

HIRING ORGANIZATION

KDSG Super Speciality Hospitals

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

Greater Noida, Uttar Pradesh, India

DATE POSTED

? April 19, 2026

VALID THROUGH

2027-02-19

HOSPITAL FRONT OFFICE EXECUTIVE

BASE SALARY

INR 20000 - INR 35000

DESCRIPTION

KDSG Super Speciality Hospitals

Greater Noida (West) | Work From Office | Fresher | Salary ₹20,000 – ₹35,000

Contact: career@kdsghospitals.com

About This Role

This role is for **Front Office Executive**. Work is simple. Need to manage front desk and help patients when they come to hospital. Good behavior and polite talking is important.

Freshers can apply. MBA or MHA background is preferred but not mandatory.

Main Responsibilities

- Welcome patients at front desk
- Guide patients for basic process
- Handle calls and basic queries
- Maintain simple records
- Support hospital team when needed

Skills Required

- Basic **communication skills**
- Polite and helpful nature
- Basic **computer knowledge**
- Any graduate can apply

Interview Details

Walk-in interview is available. Candidate can directly visit location between given time.

- Timing: 11 AM to 2 PM
- Location: Sector 10, Greater Noida West

Salary and Benefits

Salary is between **₹20,000 to ₹35,000 per month**. Good learning environment in hospital setup.

Apply Now

Interested candidates can send resume on email or visit directly for interview.

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