

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/job-post-front-office-executive-apollo-dental-clinic-reception-work/>

## HIRING ORGANIZATION

Apollo Dental

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Ambattur, Chennai

## JOB POST FRONT OFFICE EXECUTIVE – APOLLO DENTAL CLINIC RECEPTION WORK

## BASE SALARY

? 10000 - ? 15000

## DESCRIPTION

### Apollo Dental – Ambattur

Ambattur, Chennai

Work Mode: In person (Clinic Work)

Employment Type: Full-time

Salary: ?10,000 – ?15,000 per month (Depends on interview performance)

### Contact Details

Kindly send your resume on WhatsApp: 7418532333

### Job Overview

This role is for front office handling in a dental clinic. Main work is patient reception, appointment handling and basic clinic support work. Person should be calm, polite and ready to manage daily patient flow.

### Required Skills

- Good communication and simple interpersonal behavior
- Basic knowledge of computer (MS Office, clinic software)
- Ability to manage multiple tasks in simple way
- Professional attitude and neat appearance
- Basic organizational ability

## Qualifications Preference

- Master's degree (optional, not compulsory)
- Communication skills
- Organizational skills
- Microsoft PowerPoint knowledge

## Rules & Regulations

- Punctuality is very important, reporting on time is must
- Patient data must be kept fully confidential
- Always speak politely with patients and staff
- Clean and hygienic appearance should be maintained
- Attendance should be regular, absence should be informed
- Cash handling must be accurate and responsible
- All clinic instructions and safety rules must be followed properly

## Job Nature

This is full-time clinic based work. Daily routine includes reception handling, patient guidance and supporting clinic staff. Salary final decision will be taken during interview based on performance and communication.

## Apply Instruction

Interested candidates should send resume directly on WhatsApp number: 7418532333. Shortlisted candidates will be contacted for interview.

## Contact Details

WhatsApp Resume Submission: 7418532333