

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

INR 10000 - INR 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