

Zepto Recruitment 2023 – Freshers Jobs – Front Desk Manager post

Hiring organization
Zepto

Job Location

India
Remote work from: India

Date posted
February 20, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 19,000

APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

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Description

Zepto Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, providing customer service to patients and visitors, and maintaining communication with other departments.

Zepto Work From Home Jobs

Responsibilities:

- Manage and coordinate the activities of the front desk staff
- Answer customer inquiries and provide information about the practice
- Schedule appointments and accept payments
- Handle insurance claims and other administrative tasks
- Maintain patient records and files

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Zepto Jobs For Freshers

Qualifications:

- High school diploma or equivalent
- At least 2 years of experience in customer service or administrative role
- Familiarity with medical terminology
- Proficient in Windows Office Suite

Important Links

Find the Link in [Apply Now](#) Button

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