

## **ASSISTANT MANAGER – MEDICAL ADMINISTRATION**

**Qualification:**

Medical / Paramedical graduate with Master Degree in Hospital Management

**Experience:**

4 to 5 Years of relevant experience of any reputed Hospital  
Candidate with experience of NABH will be preferred

**Job Description:**

- Coordinate with all hospital departments for smooth functioning for best quality care to patients
- Coordinate OP, IP, ER registering, appointment and billing
- Assist and provide support to physicians and surgeons in handling emergency & critical conditions
- Counselling of patients about admission, discharge processes, hospital processes and culture.
- Ensure timely and appropriate discharge of the patients
- Arrange Residents' duties in the wards & critical areas
- Documentation & Implementation of processes as per NABH Guideline.

**Required Documents:**

- Updated Resume
- One passport size photograph
- Copy of all Mark sheets & Degree Certificate(s)
- Copy of all previous experience letters (If any)
- Last three months' salary slips / proof
- Copy of Aadhar Card and Pan Card (ID Proof)

**Salary:**

Negotiable and as per the company norms. PF, Bonus & Gratuity applicable as per statutory norms.

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Interested candidate may send their application with detailed resume to:

**Head – HR, Gujarat Adani Institute of medical Sciences,**

G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001

Or email on: [recruitment@gaims.ac.in](mailto:recruitment@gaims.ac.in)