
Web Trading Concern pvt.ltd

Kathmandu , Nepal

HR And Operation Officer

Basic Information

Job Category : Hospitals / Pharma / Biotech / Medical / R&D

Job Level : Top Level

No. Of Vacancies : 1

Employment Type : Full

Job Location : Teku

Offered Salary : -

Apply Before : 2024-05-14 (6 Days, 7 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : Bachelor

Experience Required : Greater Than

Other Specification

- Bachelor's degree in Human Resources, Business Administration, Healthcare Administration, or a related field.
 - Proven experience in HR management and operations management, preferably in a healthcare setting.
 - Strong knowledge of labor laws, healthcare regulations, and industry best practices.
 - Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
 - Strong organizational and multitasking abilities, with a keen attention to detail.
 - Proficiency in MS Office and HRIS/ERP systems.
 - Certification in HR management and healthcare administration is a plus.
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Job Description

- Overseeing daily operations of the medical facility/hospital, including facility management, equipment maintenance, and inventory control.
- Collaborating with medical and administrative staff to ensure efficient patient flow and delivery of quality patient care services.
- Managing administrative tasks such as scheduling appointments, maintaining patient records, and handling billing and insurance claims.
- Implementing quality assurance measures and monitoring compliance with healthcare regulations and accreditation standards.
- Managing vendor relationships and procurement processes to ensure timely delivery of supplies and services.
- Developing and implementing operational policies and procedures to optimize efficiency and productivity.
- Responding to operational issues and emergencies in a timely and effective manner.
- Collaborating with other departments to support cross-functional initiatives and projects.