



Executive- Customer Care/Trainee in Customer Care

Conceptualized in the year 2004 as a philanthropic initiative for the Eastern and North-Eastern parts of India and the neighboring countries, the Tata Medical Center (TMC) started operations in Kolkata on May 16, 2011. The hospital is governed by a charitable trust – Tata Medical Centre Trust. The hospital was designed by Cannon Design, a renowned architectural firm from North America. It is located on 13 acres of land at New Town in Kolkata, West Bengal.

The hospital is an integrated Oncology facility with well-trained professional staff and equipped with modern facilities and contemporary medical equipment. The Hospital, with a capacity of 437 beds, serves all sections of the society, with 75% of the infrastructure earmarked for subsidized treatment for the underprivileged sections. It provides a wide spectrum of services from diagnosis and therapy to rehabilitation and palliative support. The Institution's objective is to excel in service, education and research.

To fulfill the above objectives and in order to provide world class services, TMC invites applications for the position of **Executive- Customer Care/ Trainee in Customer Care**

Major Deliverables:

1. Touch points of Patient and Patient Relatives
2. Arranging appointments for Consultant
3. In patients and outpatient management
4. Out Patient & Inpatient Billing
5. Handling of TPA and Corporate Desk

Qualification: Graduate/Post Graduate in Hospital Management (BHM/ BBA HM/ BBM HM/ MHA/ MBA Hospital Management etc.)

Experience: Minimum 1 year Post Qualification experience. Freshers can also apply

***For more details about the job positions, qualifications, eligibility and application forms, please log on to our website today: www.tmckolkata.com**

Interested candidates may email or post applications to:

Mr. Suvasish Mukherjee, Head-Human Resources, Tata Medical Center, 14 MAR (EW), New Town, Kolkata – 700156. Email – suvashish.mukherjee@tmckolkata.com