

Advertisement for the Post of Clerk in Plastic Surgery Department at Seth GS Medical College & KEMH via DJST.

The Remuneration would be Rs. 15,000 – 40,000/-

The contract would be for 178 day. The job can be terminated by either side on giving a one month notice

This is not government / MCGM job.

The job description is as follow:

**Timings: 9.30 a.m. to 4.30 p. m. Monday to Friday
9.30 a.m. to 1.30 p.m. on Saturday**

Duties:

- Maintain files, SOP papers and records so they remain updated and easily accessible
- Sort and distribute incoming mail and prepare outgoing mail (envelopes, packages, emails, etc.)
- Answer phones and assist callers with inquiries.
- You should personally meet to Patient those who enrolled in Resurge, talk with them, understand their problem, help them to get the expenses reimburse from Account Department.
- You need to regularly update the record of Resurge Patient.
- You need to regularly check the website of Resurge.
- You should have good coordination and problem solving skill.
- Scanning documents and save them properly so that they can be easily accessible.
- Complete accurate daily reports
- Assist in office management and organization procedures
- Maintain appointment calendar and schedule meetings accordingly.
- Monitor stocks of office supplies (paper clips, stationery etc
- Assist in making arrangements for Conferences, events, training, CMEs etc.
- Maintain internal accounts, make vouchers, check all purchase bills, process them for payment, handle all related query.
- Perform other office duties as assigned time to time.
- Update your own knowledge regularly

Qualifications:

We invite application from sincere, honest and dedicated persons who are fluent in English, Marathi and Hindi

He / She should be able to read, write and type in English and Marathi

Graduate from any stream, MSCIT pass

Interview Venue

Department of Plastic Surgery, 2nd floor, Near ward 16A, Gynaec wing,
Old building, KEM Hospital, Parel, Mumbai – 400 012. Phone no. – 24107158 / 24107212

The Application alongwith your CV should be submitted at above said address on or before 23th January 2023

Interview Date: Date will be informed to applicants on phone.


Dr. VINITA PURI
Professor and Head,
Department of Plastic Surgery,
Seth G. S. Medical College and
K. E. M. Hospital, Parel, Mumbai-12.

Dr. Vinita Puri
HOD, Plastic Surgery Dept.


Dr. Sangeeta Ravat
Dean, KEM Hospital
Dean, K.E.M.H. & Seth G.S.M.C.,
Parel, Mumbai - 400 012.