

Advertisement for the Post of Clerk in Tissue Bank at Seth GS Medical College & KEMH via DDF.

The starting stipend would be Rs. 20,000/-

The contract would be for every 6 months (Renewable). 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: 8.30 a.m. to 4.30 p. m. Monday to Friday
8.30 a.m. to 1.00 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 have basic information about procedures followed for skin donation and distribution. You should be able to guide people seeking this information.
- Utilize office appliances such as printers, computers for word processing, spreadsheet creation etc.
- You should be able to compute, MS office. You should be able to edit existing annexures /forms from time to time as per changing needs. You should be able to create, manage social media accounts as and when necessary for tissue bank.
- Maintain appointment calendar and schedule meetings accordingly. Maintain the records pertaining to skin, tissue donations (checklist, forms, compliance, closure report, statistics).
- Undertake basic bookkeeping tasks and issue invoices, checks etc.
- Take minutes of meetings and dictations
- Complete accurate daily reports
- Assist in office management and organization procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages.
- Assist in making arrangements for conferences, events, training CMEs.
- Go to post office or courier office or market if needed to buy items as instructed
- Maintain internal accounts, make vouchers, check bills, process them for DDF
- Help with making ICE
- Perform other office duties as assigned time to time.
- Update your own knowledge regularly to keep up with latest updates of tissue banking.

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 and Referral Letter if available, should be submitted at above said address on or before 20th Feb.....(4 pm.)

The interview date will be intimated telephonically.



Dr. Vinita Puri
HOD, Plastic Surgery Dept.



13/2/2021

Dean, K.E.M.H. & Seth G.S.M.C.
Parel, Mumbai - 400 012.