

## Job Description Receptionist

### JOB RESPONSIBILITIES:

- Smiling face
- Greeting manners
- Patient-friendly
- Computer savvy – understanding of Software and computer systems
- Maintaining a day-to-day routine of Materials
- Skilful in answering the calls
- Must be aware of all activities done at the centre and able to answer effectively on phone and in person

### QUALIFICATION:

- B.com | BA

### WORK TIMINGS:

Monday to Saturday: 9 AM to 9 PM  
Sunday: 9 AM to 1 PM

### SALARY RANGE:

INR 10,000 to 12,000/Month

### LOCATION:

Ahmedabad, Gujarat

### CONTACT DETAILS:

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