

**ARKA JAIN UNIVERSITY**  
**TRAINING & PLACEMENT DEPARTMENT**

**PLACEMENT OPPORTUNITY @ NH BRAHMANANDA NARAYANA MULTISPECIALITY**  
**HOSPITAL**

**NOTICE NO.: AJU/T&P/UG/0060/22-23**  
**DATE: 08-04-2023**

**NAME OF COMPANY: NH BRAHMANANDA NARAYANA MULTISPECIALITY HOSPITAL**

**NAME OF PAYROLL COMPANY: NARAYANA HRUDAYALAYA LIMITED**

**Registration Deadline is 11:59 pm, 09<sup>th</sup> April 2023**

**COMPANY PROFILE:**

Founded in 2000, Narayana Health is one of India's largest hospital groups with hospitals and heart centers across the country and an international hospital in the Cayman Islands. The group's facilities provide advanced healthcare in over 30 medical specialties to both adults and children. **Brahmananda Narayana Multispeciality Hospital** is a 150 bedded, NABH accredited multispecialty tertiary care hospital, established in the year 2008 in Jamshedpur, Jharkhand. BNMH has 5 fully equipped operation theatres & 1 state-of-the-art Cath Lab with 24 hours facility. It provides world-class medical care to the people of Jharkhand & neighboring states like Bihar, Odisha & West Bengal.

BNMH is a center of excellence that have unique multidimensional treatment approach to patient care, the Department of Cardiac Surgery, Cardiology, Pediatric Cardiology, Orthopedics & Joint Replacement Surgery, Neurosurgery, Neurology, Surgical Oncology, Medical Oncology, Urology, Nephrology, General & Laparoscopic Surgery, General Medicine & Diabetology, Gastroenterology, Chest Medicine & Accident & Trauma. It has a Dialysis unit offering round the clock services.

**WEBSITE:** <https://www.narayanahealth.org/hospitals/jamshedpur/brahmananda-narayana-multispeciality-hospital>

- PROFILE:**
- 1. FINANCE EXECUTIVE**
  - 2. FRONT OFFICE EXECUTIVE**
  - 3. PURCHASE EXECUTIVE**
  - 4. INPATIENT EXECUTIVE**

**Job DESCRIPTION OF FINANCE EXECUTIVE & FRONT OFFICE EXECUTIVE:**

- Supervision of floor that have been allotted to them.
- To coordinate activities between various departments, doctors, nurses, and other health care professionals in the hospital to provide better care patient.
- Meeting patient and patient relatives on daily basis.
- Interacting with doctors and the hospital teams and ensure the treatment goes well.
- Handling all queries from the patient's or patient relative's point of view.
- Attend to all internal departmental problems and report to HOD.
- Co-ordinate with various department so that the flow of work is carried out in smooth and orderly manner.
- Supervising and coordinating with the housekeeping, maintenance and dietary department personnel's for the smooth work flow.
- Deal with in-patient related matters under the guidance of the HOD.
- Attending to all Departmental Meeting.

- Guide patients with the information they want and provide the help needed.

#### **Job DESCRIPTION OF PURCHASE EXECUTIVE:**

- Manage, requisite and reconcile stocks in a retail environment in client's premises or road shows
- Ensure smooth running of daily shop operations
- Handle reverse backend logistics and phone returns
- Coordinate with shops and vendors on faulty returns
- Process credit notes and perform administrative duties
- Inventory Executive responsible for using mathematical models to forecast future stock needs.
- Effectively communicate and listen the problems and try to solve them at the earliest.
- Proper management of time and working time should be flexible.
- Purchasing equipment and supplies, and organizing stores.
- Working for quality of care and patient safety.
- To maintain proper storage & preservation of Materials.

#### **Job DESCRIPTION OF INPATIENT EXECUTIVE:**

- Facilitate the care team in coordinating care for visits and for future healthcare needs and ensure that proper care has been provided to each patient as per plan.
- Handle calls from patients if needed. Resolve the reason for the call or route to the appropriate party.
- Provide an effective communication link between patient and medical staff, including relaying messages from providers, gathering information from patients for providers, etc.
- Support in medication refill process. Ensure that information goes when and where it is needed.
- Coordination with clinical and non-clinical support services (Laboratory, OT, Admission, Billing, F&B, House Keeping, Pharmacy, and Maintenance) to facilitate the IP Care.
- Ensure that all patients are tracked and data entered into systems for follow-up and reporting.
- Coordinate with the medical staff to ensure that case management services are provided to patients with complex medical and/or psychosocial problems.
- Work with the medical staff to develop, implement and carry out improvement programs
- Ensure that disease and other registry data entry is up to date and use registry reports to organize plan of care
- Use and update the directory of resources in the service area to meet basic health and human needs. Be facile at using the resources available within the Center.
- Act as a back-up to other Patient Care Coordinator or to other Care Team members as needed.
- Facilitate the admission and discharge process as per policy.
- Act proactively in quality improvement program.
- Perform other duties as assigned by relevant authorities.

#### **KEY SKILLS:**

- Proficiency in verbal communication in English and understanding of basic written English.
- Demonstrated ability to work effectively in a team environment.
- Demonstrated problem solving skills in a complex environment.
- Demonstrated effective interpersonal relationship and customer service skills.
- Good organizational and time management skills
- Good working knowledge of local social service resources or skills to acquire and use this knowledge and information expeditiously.
- Ability to work effectively with people from diverse cultures and diverse socioeconomic situations.
- Basic level of skill with Microsoft Word, Excel and ability to use other computer programs and applications in ways that facilitate panel management.

#### **BEHAVIORAL COMPETENCIES:**

- Accountability: For the relevant processes
- Customer-Focus: Listen to the voice of the customer and strive to delight them by exceeding their expectations
- Teamwork: If someone needs help, help them
- Initiative: Be innovative, apply fresh ideas, and continuously improve how you do your work
- Confidentiality: Maintain strict confidentiality and respect the privacy of others
- Ethical: Demonstrate integrity, honesty, and stewardship in all encounters at work
- Respect: Demonstrate consideration and appreciation for co-workers and patients
- Communication: Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others.

**REMUNERATION OFFERED: CTC INR 1.8 Lpa to 2 Lpa**

**ELIGIBLE COURSES: BBA, BCOM, B.PHARMA & D.PHARMA**

**ELIGIBLE PASSING YEAR: 2023**

**ELIGIBLE GENDER: FEMALE**

**JOB LOCATIONS: JAMSHEDPUR**

**SELECTION PROCESS: Personal Interview**

**TENTATIVE DATE OF JOINING: Immediate**

**PROCESS OF REGISTRATION:**

**01.** Interested students need to click on the below link or copy/paste the link on Google Chrome (or any other Web Browser) to fill all their details in the provided Google form and should submit to register successfully.

**<https://forms.gle/wAy4tuXoxmWAHzASA>**

**02.** Students registered with the T&P Department for placements, are only eligible.

**03.** Please note that it is mandatory to submit the above form to nominate successfully.

**04.** The form can be submitted only once, thus please be cautious while filling up the form.

**05.** The Resume File name must be student's own name.

**06. Registration deadline for Nomination is till 11:59 pm, 09<sup>th</sup> April 2023.**

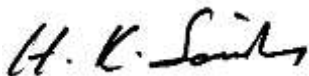
**07.** One student can Register only once, thus be cautious while registering.

**08.** Please Note: The Registration process will automatically turn off after the provided deadline.

**09.** You are advised to read & understand the disclaimer below before applying for this opportunity.

**10.** For queries you may write email to [placements@arkajainuniversity.ac.in](mailto:placements@arkajainuniversity.ac.in)

Sd/-



**HEAD – TRAINING & PLACEMENTS**

**Disclaimer:** The above Notice is based on the information as shared by the employer. The employer reserves the right to change or modify the afore-mentioned job details without any prior information. The Training & Placement Department and the University will not be responsible for any deviation. Nominating or applying for the vacancy/job profile indicates your agreement to all the Terms & Conditions/Training & Placement Department Placement Policy, in these terms, as modified from time to time. Therefore students are strictly advised to read clearly & understand the Placement Policy (Procedural & Behavioral both) laid by the AJU Training & Placement Department, before applying for the above-mentioned profile.