

## **Job Title: Assistant Front Office Manager, Augmenta Health**

### **Job Description:**

Assistant Front Office Manager at Couch, Unit of Augmenta Health Private Limited, is the first point of contact for clients, consultants and community. Because they act as a link between clients and consultants, this employment necessitates a full-time commitment. They answer the main phone line for the company and schedule appointments and run administrative errands. They work side-by-side with one senior-level executive to ensure organizational goals are met.

### **Job Requirements**

- Maintain a pleasant demeanour in all interactions with clients, consultants and other team members.
- Able to collaborate with others and work as a team.
- Adaptable to the nature of work needs.
- Observe strict deadlines while working.
- Own responsibilities of the activities undertaken.
- Be willing to give and accept regular constructive feedback to and from the team.
- A working knowledge of basic medical terminology will be an extra advantage in this position.

### **Job Responsibilities:**

- Coordinate administrative tasks for the organization.
- Co-handle all parts of administration, including (but not limited to) phone calls, messaging, appointment scheduling/rescheduling/ cancellation, appointment follow-up, record keeping, update of daily transactions, all in a timely manner.
- Maintain an organised accounting system.
- Ensure that the cleaning staff's responsibilities are properly managed.
- Coordination of office equipment repair and replacement.
- Encourage the recruitment, training, and retention of competent individuals into the team.
- Actively support and promote the activities of the company.
- Enhance social media presence of the company (branding).
- Coordinate with other organizations to schedule training programs and workshops.
- Coordinate with government agencies/ officials to handle administrative grievances.
- Able to do some writeups using the content provided by the team (content development)
- Help the team develop algorithms to increase client retention & referrals and reduce attrition.
- Maintain front office quality assurance.
- Development of website, database and tools related to the services offered.

**Skills:**

- Proficient in using Tally (ERP/ Prime) & Microsoft Office (Word, PowerPoint, Excel).
- Be willing to apply to utilize other basic applications as needed (Grammarly, JotForm, WP Courseware etc.)
- Have an excellent command/highly proficient in spoken and written English.
- Working knowledge of the available in-house products and their applications.
- Be able to prioritize workload while remaining flexible.
- Willing to learn, apply and excel.

**Employment Type:** Full Time**Education:** Any graduate with a degree in any field of study.**Work Experience:** At least two years of experience in an administrative position is preferred.**Work timings:** 9.00am to 5.00pm or 9.30am to 5.30pm, Monday to Saturday.**Salary:** Will be commensurate with abilities, experience, and qualifications.**About Company:** For more information, go to <https://www.augmentahealth.com/aboutus/> to have a better understanding of the organisation, its activities, and its mission.**Address of the company's registered office/location of the placement position**

Couch (Unit of Augmenta Health (P) Ltd.  
#108, St. John's Road  
Diagonally opposite opp. Lavanya Theatre  
Next Building to Canara Bank  
Sivanchetty Garden  
Bangalore – 560042

<https://www.augmentahealth.com/reachus/>

Interested candidates may apply online at <https://www.augmentahealth.com/career> or send their latest and updated CV to [reach@augmentahealth.com](mailto:reach@augmentahealth.com) with the job title " Assistant Front Office Manager " in the subject line.

**Disclaimer:** Certain fraudsters are utilising job portal information to solicit job applications and requiring job seekers / applicants to pay processing fees or deposit amounts via fake e-mails or telephone calls. At Augmenta Health, we have implemented a merit-based hiring policy. We do not collect any fees or security deposits from job searchers during the screening process or while inviting candidates for an interview. We will never send you an email requesting your banking credentials or any other personally identifiable information. Likewise, we do not charge or take any fee or security deposit. Any message implying such a payment is in violation of our policies.