

Office Staff Jobs in Islamabad, Rawalpindi, Pakistan Created: 30-Oct-2023 05:02:52

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Description: Part Time Evening Office StaffCompany: Hassaan Dental ClinicAbout

Company:Hassaan Dental Clinic is Pakistan's best dental clinic, located in Bahria Enclave.

We pride ourselves on having state-of-the-art technology and providing the best dental and aesthetics solutions. Dr. Haris Mehmood, our principal dental surgeon, along with his team of associate dentists and staff members, delivers top-notch dental care services in

Rawalpindi, Islamabad, and Bahria Town.Responsibilities:- Greeting and assisting patients in a professional and friendly manner- Scheduling and managing appointments efficiently-

Managing patient records and ensuring their confidentiality- Billing and processing payments accurately- Assisting with insurance claims and processing- Maintaining cleanliness and neatness of the office area- Performing general administrative tasks, such as filing, data entry, and correspondence- Providing excellent customer service and addressing any concerns or inquiriesJob SpecificationOriginal jobs :

<https://www.mustakbil.com/jobs/job/1238367>

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Jobs , , Pakistan ↗
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Jobs , , Pakistan ↗
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Jobs , , Pakistan ↗
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