



Dear All,

Mahavir Hospital, a reputed healthcare facility located in Masab Tank, Hyderabad, is currently hiring for the role of **Operations Executive** to support internal administration and coordination.

Role: Operations Executive

Verticals: - Operations & Admin

Vacancy: 1 position

Job Location: Masab Tank, Hyderabad

CTC: ₹25,000 – ₹30,000 per month

Eligibility:

- 0 to 2 years of experience in operations, admin, or hospital coordination
 - Proficient in MS Office and basic computer skills
 - Excellent communication and coordination skills
 - Ability to manage schedules, internal queries, and basic documentation
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Job Description:

The Operations Executive will be responsible for assisting with day-to-day administrative activities, coordinating between departments, handling basic reporting, and ensuring smooth internal operations in a hospital environment.

Key Responsibilities:

- Handle internal coordination between departments and teams
- Maintain and update administrative records, data, and schedules
- Assist in managing internal communication and task delegation
- Respond to support requests or documentation needs from departments
- Ensure timely execution of daily operational duties

