

## **OFFICER (HEALTHCARE)**

**Reference Code** : HLL/HR/027/2023

**Job Title** : OFFICER (HEALTHCARE)

**Start Date** : 20.09.2023

**End Date** : 08.10.2023

### **Company**

HLL Lifecare Limited (HLL) is a Govt. of India Healthcare products manufacturing and services Company based in Thiruvananthapuram, Kerala, India under the Union Ministry of Health and Family Welfare, HLL is a global leader in the area of contraceptives, hospital products and healthcare services. With 8 manufacturing units, 4 subsidiary / joint venture companies, 21 regional offices. HLL exports products to over 85 countries. Besides this, HLL is engaged in providing healthcare and diagnostic services, consultancy and contract services for healthcare infrastructure projects and consultancy services for procurement of medical equipment and devices in healthcare sector. Thus, HLL is positioned as a total healthcare solution provider catering to the well-being of the society at large.

### **Department**

HLL-Healthcare Services Division

### **Tasks**

1. Should be able to supervise the scheduling of appointments for all the modalities, supervise the delivery of reports, ensure proper service to the patients.
2. Equipment maintenance.
3. Liaisoning with the management of Medical College, SAT, RCC and SCIMT Thiruvananthapuram for business development and payment collection.
4. Managing and coordinating the staff and centre function.
5. Ensuring profitability of the centre etc
6. Liaison with Government & Private Hospitals and authorities for empanelment and business development
7. Monitor expenses and implement cost-effective alternatives.
8. Resolve potential issues with patients.
9. Currently maintaining the ordering and stocking of medical and office supplies.
10. Supervising staff's performance.

### **Requirements**

**Maximum Age:** 45 years as on 01.09.2023

**Scale of Pay (For Regular appointment):** Rs. 22,000 – 70,000 (O1 Level)

**Gross Salary:** Rs.42,284.00/- (in the minimum of the scale)

**Qualification:**

Essential : BBA /B.Sc. (Medical Imaging Technology) / B.Sc. (Radiography) /  
B.Sc.(Radiotherapy) / B.Sc (Medical Radiological Technology)

**Post Qualification Experience**

Essential : Minimum 7 years of Business development experience in the healthcare imaging industry.

**No. of Positions** : 1

**Posting Location** : Thiruvananthapuram

**Contract Type** : Non - Executive – Regular

**Employment Fraction** : Full-time

**General Conditions:**

- Applications not in the prescribed format **will not be considered** for selection process and no further communication will be sent separately.
- Application Format can be downloaded from the website.
- Job title and Reference code should be clearly mentioned in the Application form
- SC/ST/OBC/PwD candidates will be eligible for relaxation as per Government of India directives.
- Canvassing in any form will be a disqualification.

***For applying for the post, candidates can send the following details to [recruiter@lifecarehl.com](mailto:recruiter@lifecarehl.com)***

***\*\* (Application in the prescribed format, CV, Copies of All Education & Experience certificates, Salary Slip etc.)***