

**M/s. A-1 FACILITY AND PROPERTY MANAGERS PVT.LTD**  
**MUMBAI**

APPLICATIONS ARE INVITED FOR THE POST OF

**Claims Supervisor**

on Contract basis (initially for a period of one year) for our client

**TATA MEMORIAL HOSPITAL**

located at PAREL, MUMBAI.

**Job Summary:** The candidate should be able to handle activities of credit and claims cell, which will include conducting the activities such as enrollment, pre-authorizations, claim submission, query handling, reconciliation etc.

The candidate shall have strong leadership and organizational skills, excellent communication and interpersonal abilities, proficiency in data analysis, reporting, and process optimization. The candidate should be working with timelines as demanded by the schemes.

The candidate shall also have good understanding of healthcare policies and government health schemes, particularly MJPJAY and ABPMJAY.

**Eligibility Criteria:**

Any Graduate with minimum two years' of experience. MBA or equivalent degree in any field shall be preferable. Prior experience working with government healthcare schemes is desirable.

**Remuneration:** Rs. 35,000/- to Rs. 50,000/- p.m.

**Job Location:** Tata Memorial Hospital, Dr. Ernest Borges Road, Parel, Mumbai – 400012.

**GENERAL CONDITIONS:**

**Last date of online application is 02.06.2025.**

To apply, click on the link: [https://tmc.gov.in/Temp/frm\\_Registration.aspx](https://tmc.gov.in/Temp/frm_Registration.aspx)

- a) No hard copy of the application will be accepted. Applications received after due date will not be considered.
- b) Candidates will be screened based on the information provided by them in their Application form. Incomplete applications will be summarily rejected.
- c) The applicant must possess a valid email ID. All correspondence with the applicant will be done through email only. Information regarding the date of interview will be provided through email to the eligible candidates only.
- d) Candidates who would be called for Interview and Trade Test are required to **carry their updated Resume, original documents along with one set of copy** in support of the details furnished in the Application Form regarding Date of Birth, Educational Qualifications, Experience, Aadhaar card, PAN card, etc., failing which such applicants will not be allowed to appear for the interview.

All outstation candidates are required to make a note that accommodation will not be provided.

(We, M/s. A-1 Facility and Property Managers Pvt. Ltd. are an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)

**Supervisor**

**M/s. A-1 Facility and Property Managers Pvt. Ltd.**