

## Registered Nurse

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Company: Aviation Indeed Private Limited

Location: Mumbai

Category: Other-General

**Job Overview** To man the Medical Room at the Mumbai Base (Airport Office) and conduct pre-flight Medical Checks and Post flight Medical Checks for crew. Handle any medical emergencies of staff and passengers at the airport in capacity as a registered nurse, administer first aid whenever required. **Key Responsibilities** To conduct pre-flight and post flight medical checks and maintain all its documentation and records as per prevailing DGCA and company rules To maintain the upkeep of the Medical centre and address all discrepancies Assist in replenishing and certifying the contents of the First Aid Kit, Medical Kit and Universal Precaution Kit Treat the employees and attend to the emergencies in the capacity as a registered nurse Assist in dealing with the casualties of the accidents/medical incidents in the Airport areas for employees, if needed as a registered nurse and administer first aid Coordinate with emergency services if necessary Assist and submit themselves to DGCA/internal audits and investigations, if required Respond to calls and airport accident drills conducted by Airport Operator or any other suitable authority Work in shifts as per company requirement Willingness to travel outside Delhi for audits/checks and other temporary functions, if required Maintaining administrative requirements of medical room like monthly stock taking for PFMC related stationery/eqpt, Medicine stock, stationery requirements and initiate process for purchase as and when necessary etc Assist medical officers in functioning/tasks of medical section Maintain medical room as per DGCA requirements at all times **Requirements Skills/Attributes** Good IT and administrative skills Good report writing and planning skills Good command over English both verbal and written Assertiveness under stressful situations and punctuality Strong

technical knowledge and understanding of PFMC Work Experience Minimum of 1 year of experience as a registered nurse Qualification Minimum Nursing Graduate degree Registration with any of the State Nursing Council Location Mumbai

1-3 years

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