



ALAGAPPA COLLEGE OF MEDICAL SCIENCES & RESEARCH INSTITUTE

A Unit of Dr. Alagappa Chettiar Educational Trust

Dr. Ramanathan Vairavan
Chairman

Dr. Anita Radhakrishnan MD
Executive Director

JOB OPENING

Chief Operating / Administrative Officer

POSITION	EMPLOYMENT TYPE	DEPARTMENT	PAY SCALE
COO / CAO	Full-Time	Hospital Administration	As per Industry Standards

Position Overview

Alagappa Multispeciality Hospital is seeking a seasoned healthcare leader to serve as **Chief Operating Officer / Chief Administrative Officer** and lead the hospital's non-clinical operations.

This is a pivotal role at an important stage of growth: the hospital is expanding from outpatient services into full inpatient care with PICU and NICU facilities, and the institution is planning to establish a **medical school within the upcoming year**. The successful candidate will build the systems, teams and processes that support this expansion.

Key Responsibilities

- Lead overall hospital operations, including front office, admissions, billing, housekeeping, dietary, security, facilities, biomedical engineering and transport.
- Prepare and manage annual budgets; oversee the revenue cycle, cost control and financial performance.
- Plan and execute expansion projects, including commissioning of inpatient services, new departments and medical college infrastructure.
- Oversee procurement, vendor contracts, inventory and supply chain.
- Ensure statutory licences, regulatory compliance and **NABH** readiness across non-clinical functions.
- Manage insurance / TPA relationships, government health scheme empanelment and corporate tie-ups.
- Oversee the Hospital Information System (HIS), MIS reporting and operational KPIs.
- Work closely with the Medical Superintendent and HR leadership to align operations, staffing and patient experience.

Qualifications & Experience

- **MBA / PGDM in Hospital or Healthcare Administration, or MHA**; a medical background (MBBS) is an added advantage.
- Minimum **12 years** of hospital management experience, including at least **5 years** in a senior leadership role (COO, CAO, Hospital Administrator or Unit Head) in a multispeciality hospital.
- Experience in commissioning new hospitals, departments or a medical college is preferred.
- Strong financial acumen and knowledge of NABH standards and healthcare regulations.
- Excellent leadership, negotiation and communication skills; proficiency in Tamil and English preferred.

Work Schedule

Full-time, on-site senior leadership position, with availability as required for operational priorities.

HOW TO APPLY

Interested candidates are invited to submit their CV to the **Human Resources Department** at **Alagappa Multispeciality Hospital**.

Email your CV to: hr@alagappa.org