



Bodhisat Nature Cure & Wellness Resort®

Job Description: Hospital Administrator / Wellness Resort Manager

Location: Bodhisat Nature Cure & Wellness Resort Vansoj, Una – Gir Somnath, Gujarat. Near to Diu (UT).

Department: Administration & Operations

Reports To: Managing Director

Position Overview

The Hospital Administrator / Wellness Resort Manager will oversee the overall management, operations, and service quality of the Bodhisat Nature Cure & Wellness Resort. This role blends the principles of healthcare administration with hospitality and wellness management, ensuring guests and patients experience holistic healing in a serene and high-quality environment.

Key Responsibilities

Operations & Facility Management

- Oversee day-to-day functioning of all departments — therapy, yoga, dining, housekeeping, front office, and maintenance.
- Ensure coordination between clinical and non-clinical teams.
- Monitor hygiene, safety, and comfort standards.
- Maintain compliance with NABH and local health regulations.

Administration & Planning

- Develop and implement SOPs for efficient workflow.
- Prepare budgets, monitor expenses, and control operational costs.
- Coordinate policy updates, infrastructure improvements, and program expansions.
- Manage procurement and inventory.

Guest / Patient Management

- Oversee guest registration, therapy scheduling, and discharge.
- Maintain high standards of guest satisfaction and personalized care.
- Handle patient feedback and grievance resolution.
- Conduct quality audits and service reviews.

Human Resource & Team Supervision

- Supervise and motivate a multidisciplinary team.
- Organize staff training programs for service excellence.
- Monitor staff attendance, discipline, and morale.
- Foster a positive, compassionate work environment.





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Marketing & Business Development

- Collaborate with management to develop marketing strategies.
- Support digital promotion (Google Ads, social media, wellness tourism).
- Build partnerships with hospitals, corporates, and travel agencies.
- Monitor online reputation and guest engagement.

Reporting & Compliance

- Submit monthly reports on occupancy, revenue, and performance.
- Ensure all licenses and certifications are updated.
- Coordinate with auditors, consultants, and authorities.

Qualifications & Experience

Education:

- Master's in Hospital Administration (**MHA**) / **MBA** in Healthcare Management / **PG** Diploma in Hospital & Health Management.
- Medical or Paramedical background (BNYS, BPT, BSc Nursing, BAMS) preferred.

Experience:

- **5–10 years** in hospital, wellness resort, or naturopathy centre administration.
- Strong leadership, organizational, and interpersonal skills.

Key Competencies

- Leadership and decision-making
- Empathy and patient-centered approach
- Financial planning and cost control
- Staff management and training
- Knowledge of NABH or wellness resort accreditation
- Communication and public relations skills
- Understanding of naturopathy, yoga, or holistic wellness philosophy

What We Offer

- Peaceful, nature-integrated working environment
- Opportunity to contribute to holistic health and wellness
- Competitive salary and performance-based incentives
- Accommodation and meals (if on-site)

