



<https://govhelp.in/job/sun-pharma-recruitment-2023-all-india-jobs-front-desk-manager-post/>

Sun Pharma Recruitment 2023 – All India Jobs – Front Desk Manager Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
March 25, 2023

Valid through
31.12.2025

Base Salary

USD. 11,000 - USD. 16,500

APPLY NOW

Qualifications

Graduation, 12Th Passed

Employment Type

Full-time

Description

Sun Pharma Recruitment 2023

The Front Desk Manager is responsible for the overall operation of the front desk, including hiring, training and scheduling of staff, managing daily operations, maintaining customer service standards and overseeing inventory of front desk supplies.

Sun Pharma Jobs Near Me

Responsibilities:

- Supervise and schedule staff
- Oversee daily operations
- Handle customer complaints and inquiries
- Maintain inventory of front desk supplies

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Sun Pharma Careers

Qualifications:

- Proven supervisory experience
- Strong customer service skills
- Knowledge of front desk procedures and equipment

Important Links

Find the Link in [Apply Now](#)

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