



<https://govhelp.in/job/sun-pharma-recruitment-2023-jobs-near-me-front-office-executive-post/>

Sun Pharma Recruitment 2023 – Jobs Near Me – Front Office Executive Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
May 6, 2023

Valid through
31.12.2025

Base Salary

USD. 12,000 - USD. 18,500

APPLY NOW

Qualifications

Graduate, 12Th Passed

Employment Type

Full-time

Description

Sun Pharma Recruitment 2023

We are looking for a Front Office Executive to join our team. In this role, you will be responsible for providing administrative and secretarial support to the front office team.

Sun Pharma Careers

Responsibilities:

- Provide administrative and secretarial support to the front office team
- Answer and direct phone calls
- Manage the reception area
- Coordinate meeting requests
- File and maintain office documents

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Sun Pharma Jobs Near Me

Qualifications:

- Proven experience as a Front Office Executive
- Strong organisational skills
- Excellent communication and interpersonal skills

Proficient in MS Office

Important Links Find the Link in [Apply Now](#) Button

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