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Merck Ltd Recruitment 2023 – Apply Online – Administrator Post

Hiring organization
Merck Ltd

Job Location

India
Remote work from: India

Date posted

February 21, 2023

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Valid through

31.12.2023

Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Merck Ltd Recruitment 2023

The Administrator post is a responsible for overseeing the daily operations of the company and providing support to employees.

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This individual ensures that the company's systems are running smoothly and efficiently, while also providing administrative and clerical support to employees.

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Apply Online Jobs

Responsibilities:

- Oversee the daily operations of the company
- Provide support to employees
- Ensure company systems are running smoothly and efficiently
- provide administrative and clerical support to employees

Qualifications:

- Must have at least 2 years of experience in an administrative role
- Strong computer skills, including experience with Microsoft Office Suite
- Excellent organizational skills
- Strong customer service skills

Important Links

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

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