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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

Valid through

31.12.2023

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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.

Jobs Near Me

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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