

Novartis India Ltd Recruitment 2023 – Apply Online – Front Office Assistant Post

Hiring organization
Novartis India Ltd

Job Location

India
Remote work from: India

Date posted

February 22, 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

Novartis India Ltd Recruitment 2023

The Front Office Assistant will provide support to the entire front office, which includes the President and other high-level executives.

Duties may include fielding calls, managing schedules, and preparing materials for meetings.

Jobs Near Me

- Assist the front office in daily operations
- Greet and welcome guests
- Answer phones and handle inquiries
- Manage visitor access
- Coordinate with other departments

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Apply Online Jobs

Qualifications:

- Proven experience as a front office assistant or in a similar role
- Excellent communication and interpersonal skills
- Strong organizational skills
- Proactive and self-motivated

Fluency in English

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

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