

## Paras Pharmaceuticals Ltd Recruitment 2023 – Apply Online – Executive Officer Job

**Hiring organization**  
Paras Pharmaceuticals Ltd

### Job Location

India  
Remote work from: India

**Date posted**  
January 25, 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

## Paras Pharmaceuticals Ltd Recruitment 2023

The Executive Officer oversees the work of the data entry clerks and other office support staff.

### Jobs Near Me

#### Qualifications:

- Proven experience as an executive officer or in a similar role – Strong organizational skills
- Able to manage multiple tasks simultaneously
- Excellent communication skills

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### Apply Online Jobs

S/he ensures that all data is accurately entered into the company's information management system, and that all reports and other documents are produced in a timely and accurate manner.

#### Responsibilities:

- Oversee the work of data entry clerks and other office support staff
- Ensure that all data is accurately entered into the company's information management system

Produce reports and other documents in a timely and accurate manner.

**Important Links**

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

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