

Paras Pharmaceuticals Ltd Recruitment 2023 - Apply Online - Executive Officer

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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