

<https://bestjob.jobsareahub.com/job/sun-pharma-recruitment-2023-jobs-near-me-front-office-executive-post/>

Sun Pharma Recruitment 2023 – Jobs Near Me – Front Office Executive Post

Job Location

India
Remote work from: India

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Base Salary

Rs. 25,000 - Rs. 30,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Sun Pharma Recruitment 2023

The front office executive is also responsible for maintaining the front office database and preparing reports.

Jobs Near Me

Qualifications:

- Proven experience as a front office executive or in a similar role
- Proficiency in Microsoft Office
- Strong organizational skills
- Ability to work independently

Hiring organization

Sun Pharma

Date posted

February 4, 2023

Valid through

31.12.2023

APPLY NOW

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Duties may include preparing proposals and contracts, organizing meetings and events, and managing customer relationships.

Responsible:

- Provide administrative support to the sales and business development teams
- Prepare proposals and contracts
- Organize meetings and events

Manage customer relationships

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

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