

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

## Sun Pharma Recruitment 2023 – Jobs Near Me – Front Office Manager Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
March 16, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 25,000 - Rs. 30,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Sun Pharma Recruitment 2023

The Front Office Manager 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

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### **Apply Online Jobs**

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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