

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

## Sun Pharma Recruitment 2023 – Jobs Near Me – Front Office Staff

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

### Date posted

February 18, 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

They may also be responsible for sales and may be responsible for processing transactions.

The front office staff is also responsible for maintaining the appearance of the office and ensuring that it is clean and organized.

### Jobs Near Me

#### Requirements:

- Must have experience in cold calling and/or sales
- Familiarity with CRM software
- Strong communication skills, both oral and written
- Ability to work independently as well as be part of a team

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### Apply Online Jobs

They will work to identify customer needs and sell the appropriate product or service. Phone Sales Specialists must be able to work independently, as well as be

part of a team.

- Welcome visitors and clients
- Answer phone calls and redirect them when necessary
- Assist staff with any inquiries or requests
- handle administrative duties as assigned

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

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