

<https://jobquest.jobsworld.com/job/cipla-recruitment-2025-cipla-careers-for-back-office-admin-posts/>

Cipla Recruitment 2025 – Cipla Careers for Back Office Admin Posts

Hiring organization
Cipla

Job Location

India
Remote work from: IN

Date posted
March 7, 2025

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Valid through
31.07.2025

Base Salary

Rs. 18000 - Rs. 23000

APPLY NOW

Qualifications

10th, 12th, Graduate

Employment Type

Full-time

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Description

Cipla Recruitment 2025 – Cipla Careers for Back Office Admin Posts

Cipla is hiring freshers and experienced candidates for the **Back Office Admin** post. This is a great opportunity for those looking for **jobs hiring near me, remote jobs, or part-time jobs near me**. Cipla offers a professional work environment, career growth, and a good salary package. Candidates with basic computer knowledge and good communication skills can apply.

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Cipla Jobs for Freshers Apply Online

Details

Information

Company
Position
Location
Selection Process
Qualification
Skills
Eligibility Criteria
Salary
Experience
Apply Method
Application Medium
Last Date to Apply
Working Hours

Details

Cipla
Back Office Admin
All India (Work from Home Available)
Online Interview, Written Test
12th Pass, Graduates, Post Graduates
Data Entry, MS Office, Communication
Minimum Age: 18 years
INR 24,000-32,000 Per Month
Freshers and Experienced Can Apply
Online Application
Apply through Official Site
As soon as possible
9:30 AM – 6:30 PM

Cipla Work from Home Jobs – Job Description

Cipla is hiring for the **Back Office Admin** position. This role involves managing office records, updating databases, and handling reports. If you are looking for **work from home jobs**, **free job alert**, or a **fast job**, this is a great chance. Interested candidates should apply immediately.

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Responsibilities:

- Enter and manage data in company records.
- Maintain and update databases.
- Handle reports and official documents.
- Support office administration tasks.
- Assist other departments when needed.
- Manage emails and office correspondence.
- Follow company policies and guidelines.

Skills Required:

- Basic computer knowledge.
- Proficiency in MS Word and Excel.
- Good communication skills.
- Ability to work in a team.
- Attention to detail.
- Time management and multitasking skills.

Qualifications:

- Minimum 12th Pass.
- Graduates and Post Graduates can apply.

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Experience:

- Freshers and experienced candidates can apply.

This is a great opportunity to work in **Cipla Careers**. Apply now before the last

date!

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

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[Indians Apply for Workers, Work From Home, Official, and Admin Posts](#)

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