

<https://jobquest.jobsleworld.com/job/sun-pharma-recruitment-2023-job-freshers-front-office-executive-jobs/>

## Sun Pharma Recruitment 2023 – Job Freshers – Front Office Executive Jobs

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
February 10, 2023

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**Valid through**  
31.12.2025

### Base Salary

Rs. 19,000 - Rs. 31,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

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### Description

## Sun Pharma Jobs 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

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## **Jobs For Freshers**

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

### **Responsibilities:**

- 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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