

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

Sun Pharma Recruitment 2023 – Job Freshers – Front Office Executive

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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