

<https://jobquest.jobsleworld.com/job/sun-pharma-recruitment-2023-jobs-for-fresher-front-office-coordinator-post/>

Sun Pharma Recruitment 2023 – Jobs For Fresher – Front Office Coordinator Post

Hiring organization
Sun Pharma

Job Location

India
Remote work from: India

Date posted
March 1, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

Valid through
31.12.2025

Base Salary

Rs. 17,000 - Rs. 31,000

Button
APPLY NOW

Qualifications

12th, Graduate

Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});
(adsbygoogle = window.adsbygoogle || []).push({});

Description

Sun Pharma Jobs 2023

The Front Office Coordinator 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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

Jobs For Freshers

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

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```