



<https://jobfever.govhelp.in/job/sun-pharma-careers-2023-all-india-jobs-back-office-staff-posts/>

Sun Pharma Careers 2023 – All India Jobs – Back Office Staff Posts

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
September 19, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Sun Pharma Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Back Office team. This includes tasks such as data entry, filing, and answering phone calls. The ideal candidate will be a highly organized and detail-oriented individual with excellent typing skills.

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Sun Pharma Jobs Near Me

Responsibilities:

- Enter data into the company's systems.
- File documents and keep records organized.
- Answer phone calls and respond to emails.
- Other duties as assigned.

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Sun Pharma Careers

Requirements:

- Excellent typing skills (minimum 40 wpm).
- Strong attention to detail.
- Ability to work independently and as part of a team.

Important Links Proficient in Microsoft Office Suite (Excel, Word, Power Point) **Find the Link in [Apply Now](#) Button**

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