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Sun Pharma Careers 2023 – Freshers Jobs – Back Office Assistant Jobs

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
September 15, 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

We are looking for a highly motivated and organized Back Office Assistant to join our team. The ideal candidate will have experience in back-office operations, as well as strong attention to detail and accuracy. They will also be proficient in using a variety of software and systems.

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Sun Pharma Jobs Near Me

Responsibilities:

- Process orders and track shipments
- Manage inventory
- Prepare reports and documentation
- Respond to customer inquiries
- Coordinate with other departments

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Sun Pharma Careers

Requirements:

- Strong attention to detail and accuracy
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint,

Outlook)

- Excellent communication skills, both verbal and written
- Ability to work independently and as part of a team

Ability to meet deadlines

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

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