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## Sun Pharma Careers 2023 – Jobs For Freshers – Back Office Coordinator Post

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 12, 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 Coordinator is responsible for providing administrative support to the Sun Pharma back office team. This includes a variety of tasks such as data entry, filing, and correspondence. The ideal candidate will be a highly organized and efficient individual with excellent attention to detail.

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#### Sun Pharma Jobs Near Me

#### Responsibilities:

- Enter data into Sun Pharma's computer systems accurately and efficiently
- Verify the accuracy of data before entering it into the system
- Follow established data entry procedures
- Maintain accurate records of all data entered
- Resolve any data entry errors
- File documents and correspondence in a timely and organized manner
- Answer phone calls and respond to emails in a professional and timely manner
- Provide administrative support to other team members as needed

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#### Sun Pharma Careers

**Requirements:**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent typing skills
- Strong attention to detail
- Ability to work independently and as part of a team

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

Excellent communication and interpersonal skills.

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