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Sun Pharma Careers 2023 – Jobs For Freshers – Office Executive Posts

Hiring organization
Sun Pharma

Job Location

India
Remote work from: IND

Date posted
July 28, 2023

Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

Description

Sun Pharma Recruitment 2023

The Office Executive is responsible for providing administrative support to the Administration team. This includes a variety of tasks, such as data entry, customer service, and general office support. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

Sun Pharma Jobs Near Me

Responsibilities:

- Enter and maintain data in a variety of systems
- Answer customer service calls and emails
- Compile reports and presentations
- Other administrative tasks as assigned

Sun Pharma Careers

Requirements:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills, both verbal and written
- Strong organizational and time management skills

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

Ability to work independently and as part of a team

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