



<https://jobfever.govhelp.in/job/sun-pharma-recruitment-2023-sun-pharma-jobs-back-office-executive-posts/>

## Sun Pharma Recruitment 2023 – Sun Pharma Jobs – Back Office Executive Posts

**Hiring organization**  
Sun Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
August 1, 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

Sun Pharma is looking for a Back Office Executive to join our team. The ideal candidate will be a highly motivated and detail-oriented individual with excellent organizational skills. You will be responsible for providing administrative support to our sales and marketing teams.

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#### Sun Pharma Jobs Near Me

#### Responsibilities:

- Manage and maintain customer databases.
- Prepare and process sales orders.
- Track and follow up on customer orders.
- Generate reports and presentations.
- Provide administrative support to sales and marketing teams.

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#### Sun Pharma Careers

#### Requirements:

- Excellent organizational skills.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

- Attention to detail.

**Important Links** Ability to work independently and as part of a team. **Find the Link in [Apply Now](#) Button**

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