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Back Office Assistant – All India Jobs – Sun Pharma Careers For Experience Candidates

Hiring organization

Sun Pharmaceutical Industries Ltd.

Job Location

India

Remote work from: IND

Date posted

March 2, 2024

Valid through

31.08.2024

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Base Salary

USD 17 - USD 24

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Qualifications

Graduate

Employment Type

Full-time

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Description

Sun Pharma Recruitment

As a Back Office Assistant, you will play a vital role in supporting the smooth operation of our back-office functions. You will be responsible for a variety of administrative tasks, ensuring accuracy and efficiency in all you do.

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Responsibilities:

- Provide administrative support to assigned teams, including scheduling appointments, managing calendars, and preparing presentations.
- Process invoices, purchase orders, and other financial documents with accuracy and attention to detail.
- Maintain filing systems (both physical and digital) to ensure easy access to essential information.
- Assist with data entry and other clerical tasks as needed.

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Sun Pharma Careers

Skills:

- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Ability to work independently and as part of a team.
- A keen eye for detail and a commitment to accuracy.

Tags: Sun Pharma recruitment, job opportunities, career, hiring, job search, job application, Sun Pharma careers, work at Sun Pharma , job openings, job vacancies, job opportunities at Sun Pharma , Sun Pharma jobs, Sun Pharma recruitment 2024, Sun Pharma hiring 2024

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