Sun Pharma Recruitment 2024 – Freshers Job – Back Office Executive Post

Job Location
India
Remote work from: IND

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Base Salary
USD 18,000 - USD 22,000

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Sun Pharmaceutical Industries Ltd.

Date posted
January 2, 2024

Valid through
30.06.2024

APPLY NOW

Description

Sun Pharma Recruitment 2024

Get ready for a fast-paced, diverse world! You'll wear many hats – managing records and documentation, processing invoices and payments, assisting various departments, and ensuring efficient workflows. Your organizational skills, attention to detail, and collaborative spirit will be the backbone of Sun Pharma's success, contributing to a streamlined and supportive environment.

Sun Pharma Jobs near me

Responsibilities:

- **Data Mastermind:** Maintain and update databases with accuracy, ensuring information is readily available for various departments.
- **Process Champion:** Streamline workflows, manage invoices and payments, and handle administrative tasks with efficiency.
- **Team Player Extraordinaire:** Assist diverse teams with data entry, reporting, document preparation, and other administrative needs.

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Sun Pharma Careers

Skills:

- Excellent organizational and time-management skills, juggling multiple tasks

and meeting deadlines effectively.

- Strong attention to detail, ensuring accuracy in data entry, record-keeping, and administrative tasks.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) and basic computer skills.
- Strong communication and interpersonal skills to collaborate effectively with colleagues and internal teams.
- Positive attitude and willingness to learn, adapting to new processes and embracing challenges.

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

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