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Cipla Recruitment 2023 – Fast Job – Back Office Staff Posts

Hiring organization

Cipla

Date posted

September 25, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: IND

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Base Salary

Rs. 10,500 - Rs. 17,500

Qualifications

12th Passed & Graduate

Employment Type

Full-time

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[Fresher and Experience Candidates Required: Click Here to Apply Now!](#)

Description

Cipla Recruitment 2023

The Back Office Staff (Fresher) is responsible for providing administrative support to the back office team at Cipla. This includes tasks such as processing orders, managing customer accounts, and providing customer service. This is an entry-level position that offers the opportunity to learn about back office operations and gain experience in a leading Indian pharmaceutical company.

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Cipla Careers

Essential Duties and Responsibilities:

- Process orders accurately and efficiently
- Manage customer accounts and resolve customer issues
- Provide customer service and support
- Assist with other back office tasks as needed

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Cipla Jobs Near Me

Qualifications:

- High school diploma or equivalent

- Strong academic performance

Important Links Demonstrated interest in back office work