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BCIL Recruitment 2023 – Jobs Near Me – Office Executive Posts

Hiring organization
Biotech Consortium India Limited

Job Location

India
Remote work from: India

Date posted
January 24, 2023

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Valid through
31.12.2025

Base Salary

Rs. 12,000 - Rs. 15,000

APPLY NOW

Qualifications

12th & Graduate

Employment Type

Full-time

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Description

BCIL Recruitment 2023

The Office Executive is responsible for providing excellent customer service and support to employees in the office.

Jobs Near Me

Responsibilities:-

- Answer phones, greet visitors, and provide customer service to employees
- Organize and manage files, records, and supplies
- Handle catering and other office needs

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BCIL Careers

Skills:-

-At least 2 years of experience in customer service or office administration

-Proficient in Microsoft Office Suite

Important Links

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

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