



<https://jobtalent.jobcitylive.com/job/bcil-recruitment-2023-jobs-near-me-office-executive-posts/>

## 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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