

Office Assistant

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Company: LORVEN PHARMA AND SURGICALS

Location: secunderabad

Category: other-general

Company Description

LORVEN PHARMA AND SURGICALS is a distribution network focused on providing medical supplies to government hospitals and institutions. All distributions are based on tender and rate contracts.

Role Description

This is a full-time on-site role for an Office Assistant located in East Marredpally, Secunderābād. The Office Assistant will be responsible for phone etiquette, administrative assistance, communication, office equipment handling and clerical skills including but not limited to will be responsible for assisting with day-to-day administrative tasks, preparing and maintaining attendance and HR documents, responding to employee inquiries, and organizing company events. assisting to the proprietor with calls and daily work

Qualifications

Phone etiquette, communication, and administrative assistance skills

Office equipment handling and clerical skills

Excellent written and verbal communication skills in English

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

Ability to multitask and prioritize tasks effectively

Attention to detail and well-organized

Previous experience as an office assistant or in a similar role is preferred

Associate's or Bachelor's degree in a relevant field is a plus

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