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P&G Recruitment 2023 - All India Jobs - Civil Engineer Post

Job Location

India

Remote work from: India

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Base Salary

USD 14,000 - USD 20,000

Qualifications

12th Passed

Employment Type

Full-time

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Description

P&G Recruitment 2023

We are looking for a Civil Engineer to join our team and help us design, build, and maintain our manufacturing facilities. The ideal candidate will have a strong background in civil engineering principles and practices, as well as experience with construction projects.

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P&G Careers

Responsibilities:

- Enter data into various systems and databases
- Schedule appointments and meetings
- File and maintain records
- Answer phones and provide customer service
- · Order office supplies
- Other administrative tasks as assigned

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P&G Jobs Near Me

Skills:

• Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Hiring organization P&G

Date posted September 1, 2023

Valid through 31.12.2023

APPLY NOW

- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail
- Ability to learn new systems and software quickly

Qualifications:

- High school diploma or equivalent
- 1-2 years of experience in a similar role

Importance with ERP systems (SAP or cale letter) is Apply Now Button

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