



<https://jobfever.govhelp.in/job/file-clerk-mankind-pharma-jobs-in-azad-nagar-mumbai/>

## File Clerk

### Job Location

India

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### Base Salary

USD 15,000 - USD 18,000

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

These jobs are all currently hiring and located near you. The salaries range from \$14-\$20 per hour, and the qualifications vary depending on the company. However, most File Clerk positions require a high school diploma or equivalent, and some experience in a clerical role is helpful.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Receive, sort, and file documents
- Maintain filing systems
- Retrieve documents as needed
- Perform data entry
- Answer phones and provide customer service
- Other clerical duties as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent organizational and time management skills
- Attention to detail
- Ability to work independently and as part of a team

### Hiring organization

Mankind Pharma

### Date posted

July 7, 2023

### Valid through

31.12.2023

APPLY NOW

- Proficient in Microsoft Office Suite

Experience with filing systems

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

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