



<https://jobfever.govhelp.in/job/file-clerk-mankind-pharma-jobs-in-broadway-chennai/>

File Clerk

Job Location

Broadway, 600108, Chennai, Tamil Nadu, 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 8, 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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