



<https://jobfever.govhelp.in/job/mankind-careers-2023-2-years-exp-jobs-near-me-office-associate-job/>

## Mankind Recruitment 2023 – 2+ Years Exp – Jobs Near Me – Office Associate Job

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: India

**Date posted**  
May 10, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2023

### Base Salary

USD 15,000 - USD 18,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

#### Mankind Pharma Recruitment 2023

The Office Associate is responsible for providing frontline customer service and administration support to the Mankind team.

(adsbygoogle = window.adsbygoogle || []).push({});

#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Answer customer inquiries by telephone and email
- Coordinate with other departments to ensure client needs are met
- Assist with marketing and event coordination

(adsbygoogle = window.adsbygoogle || []).push({});

#### Mankind Pharma Careers

#### Requirements:

- 2+ years of customer service experience

- Strong computer skills, including experience with Microsoft Office Suite

- Excellent communication and interpersonal skills

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});