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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

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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

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Description

Mankind Pharma Recruitment 2023

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

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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

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Mankind Pharma Careers

Requirements:

- 2+ years of customer service experience

- Strong computer skills, including experience with Microsoft Office Suite

- Excellent communication and interpersonal skills

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