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Mankind Careers 2023 – 2+ Years Exp – Office Associate Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
May 27, 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

As an Office Associate at Mankind Pharma, you will play a crucial role in ensuring the smooth functioning of our office operations. Your organizational skills, attention to detail, and ability to handle multiple tasks will contribute to maintaining an efficient and productive work environment.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Administrative Support: Provide general administrative support to the office by managing correspondence, scheduling meetings, arranging travel itineraries, and handling phone calls and emails. Assist in preparing and maintaining office documents, reports, and presentations. Coordinate with internal teams and external stakeholders as required.
2. Office Management: Ensure the office premises are well-organized and maintained. Manage office supplies, equipment, and inventory. Coordinate with vendors for office maintenance and repairs. Assist in organizing office events, meetings, and conferences. Maintain records and files in a systematic and organized manner.

3. **Communication and Coordination:** Act as a point of contact between various internal departments, external stakeholders, and visitors. Facilitate effective communication by disseminating information, responding to inquiries, and coordinating with relevant parties. Collaborate with team members to ensure smooth workflow and efficient completion of tasks.

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Mankind Pharma Careers

Requirements:

1. **Strong Organizational Skills:** Exhibit excellent organizational skills to effectively manage multiple tasks and prioritize work according to deadlines. Ability to maintain a systematic approach to office management and administrative support.
2. **Attention to Detail:** Possess a keen eye for detail and the ability to spot errors or inconsistencies in documents, correspondence, and records. Maintain a high level of accuracy in managing information and handling administrative tasks.
3. **Communication and Interpersonal Skills:** Demonstrate excellent verbal and written communication skills to interact with colleagues, superiors, external stakeholders, and visitors. Ability to convey information clearly and professionally. Strong interpersonal skills to build positive working relationships with team members and stakeholders.

Important Links

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

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