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Mankind Recruitment 2023 – 2+ Years Exp – Online Jobs – Office Staff Posts

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

We are looking for a highly organized and efficient office staff to join our team at Mankind Pharma. The ideal candidate should be able to handle multiple tasks and responsibilities in a fast-paced work environment. If you have excellent communication skills and are comfortable working with computers, then we encourage you to apply for this role.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Greeting visitors and clients and directing them to the appropriate departments or individuals.
- Answering and directing phone calls and taking messages when necessary.
- Maintaining and updating electronic and paper files, including data entry and retrieval.
- Assisting with clerical tasks, such as photocopying, scanning, and printing documents.
- Managing office supplies and inventory, ordering and restocking as needed.
- Supporting other administrative staff with their tasks as required.

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Mankind Pharma Careers

Requirements:

- Excellent communication and interpersonal skills.
- Strong organizational and time-management skills.
- Proficiency in computer applications such as Microsoft Office and Google Suite.
- Attention to detail and accuracy in data entry and record-keeping.

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

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