



<https://jobfever.govhelp.in/job/mankind-careers-2023-all-india-jobs-back-office-coordinator-jobs/>

Mankind Careers 2023 – All India Jobs – Back Office Coordinator Jobs

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
September 14, 2023

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Valid through
31.12.2023

Base Salary

USD 19,500 - USD 26,500

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a motivated and organized Back Office Coordinator to join our team. The ideal candidate will be able to perform a variety of administrative and clerical tasks to support the smooth running of our back-office operations. This is a great opportunity for a recent graduate to gain valuable experience in a fast-paced and growing pharmaceutical company.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Manage and track customer inquiries and complaints
- Process and generate reports on back-office operations
- Coordinate with other departments to ensure timely and accurate completion of tasks
- Assist with special projects and initiatives
- Other duties as assigned

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Mankind Pharma Careers

Requirements:

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Attention to detail and accuracy

Important Links Proficiency in Microsoft Office Suite

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

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