



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

Mankind Careers 2023 – All India Jobs – Back Office Staff Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
June 26, 2023

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Valid through
31.12.2023

Base Salary

USD 16,000 - USD 21,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Staff is responsible for providing administrative support to the Mankind Pharma team. This includes tasks such as data entry, customer service, and report generation. The ideal candidate will be organized, detail-oriented, and have excellent communication skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter customer data into Mankind Pharma's systems
- Respond to customer inquiries in a timely and helpful manner
- Generate reports on customer activity
- Coordinate with other departments to ensure smooth operations
- Other administrative tasks as assigned

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Mankind Pharma Careers

Requirements:

- Excellent communication skills
- Ability to work independently and as part of a team

- Proficiency in Microsoft Office Suite
- Attention to detail
- Data entry skills

Important Links

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

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