



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

## Mankind Careers 2023 – All India Jobs – Office Associate Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 17, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 15,500 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

The Office Associate is responsible for providing administrative support to the Mankind Pharma office. This includes a variety of tasks, such as filing, data entry, and answering phones. The Office Associate must be able to work independently and as part of a team, and have excellent communication and customer service skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

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- Answer phones and greet visitors in a professional and courteous manner.
- File and maintain office records.
- Enter data into computer systems.
- Order office supplies.
- Assist with other administrative tasks as needed.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent communication and customer service skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

**Important Links** Attention to detail and accuracy

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

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