Mankind Careers 2023 – Free Job Alert – Office Associate Posts

Job Location
India
Remote work from: India

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Base Salary
USD 15,000 - USD 18,000

Qualifications
Graduate

Employment Type
Full-time

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Hiring organization
Mankind Pharma

Date posted
May 20, 2023

Valid through
31.12.2023

APPLY NOW

Description

Mankind Pharma Recruitment 2023

As an Office Associate at Mankind Pharma, you will play a vital role in supporting the smooth and efficient functioning of our office operations. This position requires exceptional organizational skills, strong attention to detail, and the ability to effectively communicate and collaborate with team members across various departments.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Assist in managing daily office operations, including handling phone calls, emails, and correspondence.
- Maintain and update company databases, records, and files.
- Maintain accurate records of office expenses, budgets, and financial transactions.
- Generate and analyze reports to provide insights and support decision-making processes.
- Collaborate with different departments to ensure seamless coordination and effective communication.
- Manage office supplies and inventory, and place orders when necessary.

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Requirements:

- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Excellent verbal and written communication skills.
- Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Attention to detail and accuracy in all work tasks.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong problem-solving and decision-making abilities.

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

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