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Mankind Careers 2023 – Free Job – Back Office Executive Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
June 13, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 23,000

APPLY NOW

Qualifications

12th/Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

We are seeking a detail-oriented and organized individual to join our team at Mankind Pharma as a Back Office Executive. As a Back Office Executive, you will be responsible for providing administrative support and ensuring the smooth functioning of back-office operations.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Maintain and update databases, records, and files accurately and securely.
- Perform data entry tasks, ensuring data integrity and accuracy.
- Assist in managing and organizing office documents, including filing, scanning, and photocopying.
- Coordinate and schedule appointments, meetings, and travel arrangements.
- Collaborate with cross-functional teams to ensure seamless information flow and effective communication.
- Liaise with clients, suppliers, and vendors, providing support and addressing their queries or concerns.

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Mankind Pharma Careers

Requirements:

- Strong computer literacy, including proficiency in MS Office applications (Word, Excel, PowerPoint).
- Excellent written and verbal communication skills.
- Attention to detail and a high level of accuracy in data management and documentation.
- Strong organizational and time management skills.
- Ability to prioritize tasks and meet deadlines.

Important Links Basic knowledge of office procedures and equipment.

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

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