



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

Mankind Careers 2023 – Free Job – Back Office Staff Post

Job Location

India
Remote work from: Brazil

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Base Salary

USD 15,000 - USD 18,000

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

We are seeking dedicated and detail-oriented individuals to join our team as Back Office Staff at Mankind Pharma. As a Back Office Staff member, you will provide essential support to ensure the smooth functioning of our back-office operations.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Data Entry and Documentation: Accurately enter and maintain data in various systems and databases. Prepare, organize, and maintain documentation, reports, and records. Verify the accuracy and completeness of data to ensure its reliability for further analysis and decision-making.
2. Coordination and Communication: Collaborate with different teams and departments to facilitate smooth communication and coordination. Respond to internal and external inquiries promptly and professionally. Assist in scheduling appointments, coordinating meetings, and managing calendars for team members.
3. Process Support: Provide administrative support to back-office processes, such as inventory management, order processing, and billing. Assist in generating reports, analyzing data, and identifying areas for process improvement. Contribute to maintaining efficient workflows and adherence to standard operating procedures.

Hiring organization

Mankind Pharma

Date posted

June 1, 2023

Valid through

31.12.2023

APPLY NOW

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Mankind Pharma Careers

Requirements:

- Strong attention to detail and accuracy in data entry and documentation.
- Excellent organizational and time management skills to handle multiple tasks and prioritize effectively.
- Proficiency in using computer software, including Microsoft Office Suite (Word, Excel, PowerPoint) and data entry applications.
- Effective communication skills, both written and verbal, to interact with colleagues and stakeholders.
- Basic understanding of back-office processes and the ability to learn new systems and procedures.
- Problem-solving skills and the ability to work independently and

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

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