



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

## Mankind Careers 2023 – Free Job – Back Office Staff Posts

### Job Location

India  
Remote work from: Brazil

(adsbygoogle = window.adsbygoogle || []).push({});

### Base Salary

USD 15,000 - USD 18,000

### Qualifications

Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});  
(adsbygoogle = window.adsbygoogle || []).push({});

### Description

#### Mankind Pharma Recruitment 2023

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

(adsbygoogle = window.adsbygoogle || []).push({});

#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Collect, organize, and maintain data and records in an accurate and efficient manner.
- Perform data entry tasks to update and input information into databases and spreadsheets.
- Assist in managing and organizing documentation, files, and correspondence.
- Coordinate and schedule appointments, meetings, and travel arrangements for staff members.
- Collaborate with various departments to ensure effective coordination and communication.
- Act as a liaison between the back office and other teams, facilitating the flow of information and resolving any operational issues.

### Hiring organization

Mankind Pharma

### Date posted

June 10, 2023

### Valid through

31.12.2023

APPLY NOW

(adsbygoogle = window.adsbygoogle || []).push({});

#### **Mankind Pharma Careers**

#### **Requirements:**

- Excellent organizational skills, with the ability to manage multiple tasks and prioritize effectively.
- Strong attention to detail and accuracy in performing administrative and data management duties.
- Proficiency in using MS Office applications (Word, Excel, PowerPoint) and familiarity with office equipment (e.g., printers, scanners).
- Good written and verbal communication skills to effectively interact with colleagues and stakeholders.
- Ability to work both independently and collaboratively as part of a team.
- Strong problem-solving skills and a proactive approach to resolving issues.

#### **Important Links**

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

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});