



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

Mankind Careers 2023 - Free Job - Office Associate Posts

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: Brazil

Date posted
May 31, 2023

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Valid through
31.12.2023

Base Salary

USD 18,000 - USD 23,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is a leading pharmaceutical company dedicated to delivering high-quality and affordable healthcare solutions. We are currently seeking a dynamic and organized Office Associate to join our team. As an Office Associate, you will play a vital role in ensuring smooth office operations and providing administrative support to various departments.

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Mankind Pharma Jobs Near Me

Responsibilities:

1. Administrative Support: Provide comprehensive administrative support to the office by managing calendars, scheduling appointments, arranging meetings, and maintaining records. Assist in preparing reports, presentations, and correspondence as required. Handle incoming and outgoing mail, phone calls, and emails efficiently and professionally.
2. Office Operations: Maintain office supplies inventory by checking stock levels, anticipating requirements, placing and expediting orders, and verifying receipt. Coordinate with vendors and service providers to ensure timely and effective delivery of services. Monitor and maintain office equipment, including computers, printers, and telecommunication systems, and troubleshoot any issues.
3. Data Management: Create and maintain accurate and organized databases,

records, and files. Ensure confidentiality and security of sensitive information. Retrieve and analyze data as needed, and generate reports or presentations based on the collected data.

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Mankind Pharma Careers

Requirements:

1. Strong organizational skills: Ability to prioritize tasks, multitask effectively, and meet deadlines in a fast-paced environment. Excellent attention to detail and accuracy in managing administrative tasks.
2. Communication skills: Proficient verbal and written communication skills in English. Ability to interact professionally with internal and external stakeholders at all levels of the organization.
3. Technical proficiency: Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Familiarity with office equipment such as printers, scanners, and telecommunication systems.

Important Links

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

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