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Mankind Careers 2023 – Free Jobs Alerts – Back Office Executive Post

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
July 13, 2023

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Valid through
31.12.2023

Base Salary

USD 15,000 - USD 18,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

Mankind Pharma is looking for a back office executive to join our team. The ideal candidate will be a reliable and organized individual with excellent attention to detail and accuracy.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter data into Mankind Pharma's databases from a variety of sources, including paper forms, spreadsheets, and electronic files.
- Verify the accuracy of data entry by comparing it to source documents.
- Resolve any data entry errors.
- Maintain accurate records of data entry activities.
- Assist with other back office-related tasks as needed.

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Mankind Pharma Careers

Requirements:

- Strong attention to detail and accuracy.
- Proficient in Microsoft Office Suite, especially Excel.

- Ability to work independently and as part of a team.

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