



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

## Mankind Careers 2023 – Free Jobs Alerts- Office Staff Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 12, 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

The Office Staff is responsible for providing frontline customer service and administration support to the Mankind team.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Answer customer inquiries by telephone and email
- Coordinate with other departments to ensure client needs are met
- Assist with marketing and event coordination

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#### Mankind Pharma Careers

#### Requirements:

- 2+ years of customer service experience
- Strong computer skills, including experience with Microsoft Office Suite

Excellent communication and interpersonal skills.

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

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