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Mankind Careers 2023 – Freshers Jobs – Back Office Assistant Jobs

Hiring organization
Mankind Pharma

Job Location

India
Remote work from: IND

Date posted
August 10, 2023

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Valid through
31.12.2023

Base Salary

USD 12,500 - USD 18,500

APPLY NOW

Qualifications

Graduate, 12th Pass

Employment Type

Full-time

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Description

Mankind Pharma Recruitment 2023

The Back Office Assistant is responsible for providing administrative support to the Mankind Pharma back office team. The ideal candidate will be a highly organized and efficient individual with excellent communication and customer service skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Receive and process incoming mail and correspondence
- File and maintain documents
- Coordinate with other departments to ensure smooth workflow
- Prepare reports and presentations
- Other duties as assigned

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Mankind Pharma Careers

Requirements:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Basic knowledge of back office operations
Important Links Find the Link in [Apply Now](#) Button

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