



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

## Mankind Careers 2023 – Freshers Jobs – Office Staff Job

### Job Location

India  
Remote work from: IND

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### Base Salary

USD 19,500 - USD 26,500

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

#### Mankind Pharma Recruitment 2023

Mankind Pharma is looking for talented and motivated Office Staff to join our team. As an Office Staff member, you will be responsible for a variety of administrative tasks, including providing administrative support to employees, managing office supplies, and maintaining office records. You will also be responsible for greeting and directing visitors, answering phones, and handling other general office duties.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Provide administrative support to employees, such as scheduling appointments, preparing presentations, and managing correspondence
- Manage office supplies, such as ordering and inventorying supplies
- Maintain office records, such as employee files, financial records, and meeting minutes
- Greet and direct visitors
- Answer phones and handle other general office duties

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#### Mankind Pharma Careers

#### Requirements:

### Hiring organization

Mankind Pharma

### Date posted

October 7, 2023

### Valid through

31.12.2023

APPLY NOW

- Strong organizational and communication skills
- Ability to multitask and work independently
- Proficiency in Microsoft Office Suite
- Good customer service skills

**Important Links**

Attention to detail and accuracy

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

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