



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

Mankind Careers 2023 – Freshers Jobs – Office Staff Jobs

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

The Office Staff is responsible for providing administrative support to Mankind Pharma's business operations. This includes tasks such as data entry, customer service, and inventory management. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills.

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Mankind Pharma Jobs Near Me

Responsibilities:

- Enter customer orders into the system
- Process payments and refunds
- Respond to customer inquiries
- Manage inventory levels
- Prepare reports and presentations
- Other administrative tasks as assigned

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Mankind Pharma Careers

Requirements:

- Excellent communication skills (written and verbal)

Hiring organization

Mankind Pharma

Date posted

August 31, 2023

Valid through

31.12.2023

APPLY NOW

- Strong organizational skills
- Proficient in Microsoft Office Suite

Important Links Ability to work independently and as part of a team

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

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