



<https://jobfever.govhelp.in/job/mankind-careers-2023-jobs-for-freshers-file-clerk-posts/>

## Mankind Careers 2023 – Jobs For Freshers – File Clerk Posts

**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

These jobs are all currently hiring and located near you. The salaries range from \$14-\$20 per hour, and the qualifications vary depending on the company. However, most File Clerk positions require a high school diploma or equivalent, and some experience in a clerical role is helpful.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Receive, sort, and file documents
- Maintain filing systems
- Retrieve documents as needed
- Perform data entry
- Answer phones and provide customer service
- Other clerical duties as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent organizational and time management skills

- Attention to detail
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

Experience with filing systems

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

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