



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

## Mankind Careers 2023 – Jobs For Freshers – Office Executive Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 25, 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

Mankind Pharma is looking for an Office Executive to join our team. The ideal candidate will be a reliable and organized individual with strong customer service skills.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Answer phones and greet visitors.
- Schedule appointments and meetings.
- Prepare and distribute reports and correspondence.
- Order office supplies and maintain inventory.
- Other office-related tasks as assigned.

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#### Mankind Pharma Careers

#### Requirements:

- Excellent communication and interpersonal skills.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.

Ability to work in a fast-paced and deadline-oriented environment

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

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