



<https://jobfever.govhelp.in/job/mankind-careers-2023-jobs-near-me-back-office-staff-post/>

## Mankind Careers 2023 – Jobs Near Me – Back Office Staff Post

**Hiring organization**  
Mankind Pharma

### Job Location

India  
Remote work from: IND

**Date posted**  
July 10, 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

We are looking for a Back Office Staff to join our team. The ideal candidate will be a highly organized and detail-oriented individual with excellent communication skills. The Back Office Staff will be responsible for a variety of administrative tasks, including data entry, filing, and customer service.

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#### Mankind Pharma Jobs Near Me

#### Responsibilities:

- Enter data into the company's database
- File and maintain customer records
- Answer customer inquiries in a professional and helpful manner
- Process orders and payments
- Prepare reports and presentations
- Other administrative tasks as assigned

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#### Mankind Pharma Careers

#### Requirements:

- Excellent written and verbal communication skills

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

**Important Links** Attention to detail

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

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